



JOINT KNOWLEDGE ONLINE

Learning Management System (LMS)

Training Coordinator

User Guide

Version 1.0

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Introduction

The intent of the Joint Knowledge Online (JKO) Learning Content Management System (LCMS) Training Coordinator User's Guide is to provide Training Coordinators (TC) with relevant information to help them manage student records, track enrollments and course completions, make organizational training assignments, generate reports, and many other functions to enhance your individual training program.

The Guide is intended to complement the online Training Coordinator Course in the LMS and the in-person training session. This Guide should be a resource for Training Coordinators to use in order to refresh their memories of certain tasks and procedures.

The Guide is arranged by major function, or Tab, as we refer to them in the LMS. Tabs are selectable topic headings in the LMS that group similar functions. When you select a Tab, Gadgets are then available which group a further refinement of similar functions. The Tabs available to a Training Coordinator, and displayed in the LMS, are shown below.

[My Training](#) [Course Catalog](#) [Certificates](#) [Community](#) [Community Management](#) [System Administration](#) [Training Management](#) [Report Builder](#) [SGST](#) [VCLASS](#)

The Tabs are briefly described below. The Gadgets available in each Tab are discussed in detail in their Section of the Guide. Click on a Tab Name below to go directly to it in the Guide.

- **My Training**. This is the landing area every time you log in to the LMS. My Training contains all of your assigned training, and any courses you electively enrolled in through the Course Catalog.
- **Course Catalog**. Contains the library of courses and curricula available for enrollment.
- **Certificates**. Contains all of your course and curricula completion certificates and transcripts.
- **Community**. Contains topical communities of interest on a variety of subjects. Communities may contain videos, documents, links, and much more.
- **Community Management**. This tab is only displayed to users designated as Community Managers. This is the interface whereby Community Managers design and build their Communities. Communities are built here, but display in the Community Tab.
- **System Administration**. Contains gadgets where you create Organizations and Audiences. Also contains the gadget where you can search for and view information on members of your Organization.
- **Training Management**. This tab is where the majority of course-related information and functionality is found. You can locate user training records and make course assignments to your Organization through this Tab.
- **Report Builder**. Contains a library of helpful reports that will help you track your Organization's training status.
- **SGST**. This is an abbreviation for Small Group Scenario Trainer. SGST is a web-based collaborative work environment for staff and small-team training. SGST provides tailored scenarios where participants must form as a team to solve the problem as well as practice techniques and procedures along the way. SGST participation is by assignment only. If you are not assigned to an exercise or event, no information is available to you in the tool.
- **VCLASS**. VCLASS stands for the JKO Virtual Classroom. VCLASS provides an interactive online classroom environment for instructors and students. Courses are typically composed of a series of modules scheduled over a period of days or weeks. The classroom mirrors the classroom learning environment at most academic institutions. Courses may be linked to JKO LMS courses at the Instructor's discretion to track course completions in the student's training history.

Profile

Access your Profile through the **Profile** link on the upper right of any page. Fields with an asterisk are required.

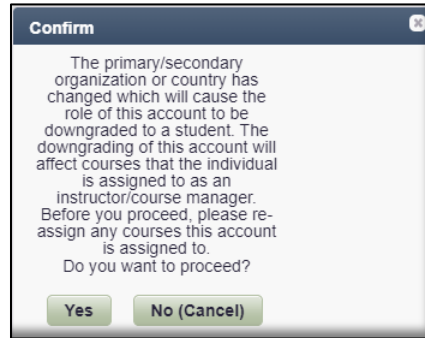
In the **Personal Data** section, you do not have permissions to change your **User Name**, **Role**, or **Country of Citizenship**. These fields were set when JKO created your account. If you created your account with your CAC, these fields would be automatically populated by information on your CAC. If the information is incorrect, you must have that corrected through DMDC channels. JKO cannot update your CAC. If JKO changed any fields in your Profile that pull from your CAC, they would be overridden by your CAC information the next time you logged in.

You must manually fill in the required fields in the **Career Information** section.

As a Training Coordinator, your access to Users and course records is tied to your Organization. Therefore, when you are initially given the role of Training Coordinator, you were put into a Primary Organization, shown in the **Organizations** section of your Profile.

Note: JKO requires that Training Coordinators are a member of an Organization. However, for Student-role LMS Users, joining an Organization is not a required field. The purpose of joining an Organization is to receive course assignments, and for tracking and reporting purposes. This is discussed in more detail later in this Guide.

If you attempt to change your Primary or Secondary Organization, you will be downgraded to the Student role if you select the **Yes** button in this Confirmation popup box below. Select the **No** button to cancel the action.



The purpose of tying your access to your Organization is so that you cannot manipulate the Users or records of other Organizations. Similarly, it means that Training Coordinators of other Organizations cannot manipulate the Users and records of your Organization. In later sections of this Guide, we will demonstrate the functions and limitations of your access to your Organizational ties. If you have a need to change Organizations, contact the JKO Help Desk for assistance.

Joining an Organization is important for two reasons:

- Organizational membership is the primary means to deliver courses to members of your Organization. While most courses are available in the Course Catalog to manually enroll in, joining an Organization where course assignments are attached automatically delivers those courses to each member of your Organization. We will discuss course assignments in detail later in this Guide.
- Accurate reporting is possible when members of your Organization are in the right Organization in their Profile. The LMS has a robust Reports capability that will help you track the detailed training status of each member of your Organization.

Note: When a member of your Organization leaves, remove their Organization in their Profile. If that User continues to be listed as a member of your Organization, your reporting will be skewed and that User will continue to get assignments, emails, etc.

Joining an Audience in the **Audience Association** section is not required. Audiences function much like Organizations, in that they are a primary means to deliver training to a specific group of Users who may not be joined together through membership in an Organization. For instance, members of many Organizations may come together on a temporary basis to participate in an Exercise. That Exercise may require all of its participants to complete training prior to meeting. In this case, the Exercise leadership would create an Audience, assign courses to that Audience, and require all Exercise participants to join that Audience. Once each participant joins the Audience, training is automatically delivered to each participant, and the Exercise leadership is able to track the training status through our Reports capability.

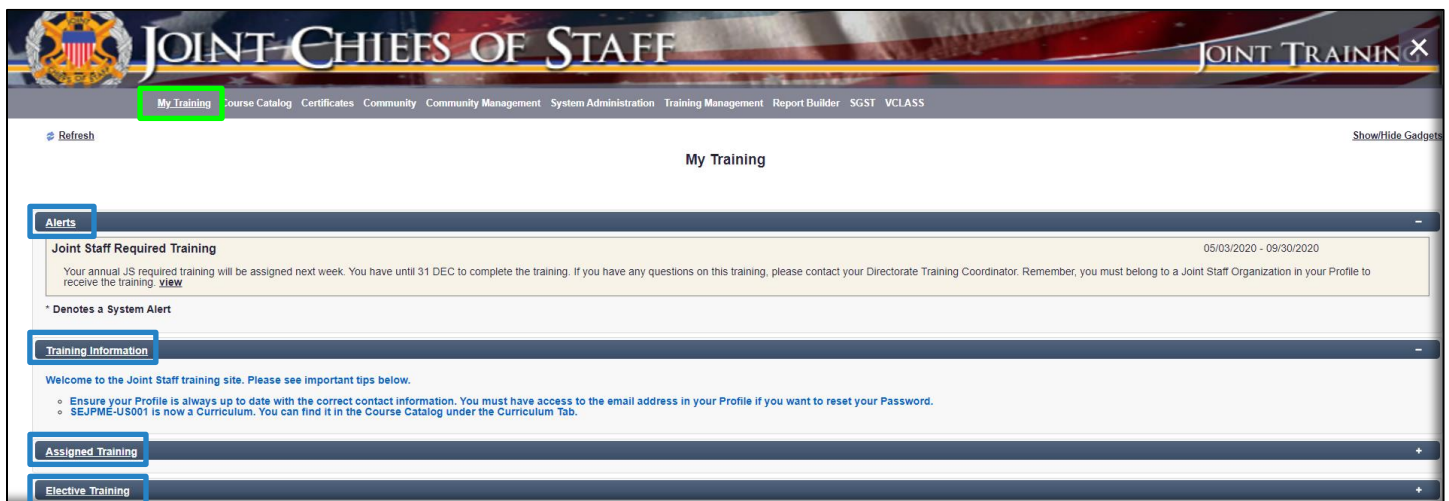
Keeping an up to date email address in your Profile is critical. You must have access to this email address if you ever want to change your Password. All LMS-generated emails are sent to this one email address.

My Training Tab

The **My Training** Tab is the landing area each time you log in to the LMS. From here you can access all other LMS products via the Tab links at the top of the page. Throughout this Guide, Tabs are outlined in a bright Green box. The **Training Management Tab** displays all courses and curricula that may have been assigned to you or that you have enrolled in yourself, along with detailed information on the source of your assignments, Due Dates, administrative information, and course Launch and Withdraw buttons. **My Training** displays up to four Gadgets. Gadgets are separate areas or blocks of information on the page that contain specific training data. The Gadgets available in **My Training** are shown in the Blue boxes in the image below, and include:

- **Alerts**
- **Training Information**
- **Elective Training**
- **Assigned Training**

As described in more detail below, not all Gadgets may display in your **My Training** Tab. Gadgets only appear if there is data or training actively associated with that particular function. Do not be concerned if you do not see one or more Gadgets.



Alerts Gadget. Alerts are either system-wide or Organization-level announcements that are usually temporary and are meant to convey something important. System-level Alerts (denoted with an asterisk in the Title) are usually generic and appear to every user in the LMS, regardless of their Organization. Organization-level Alerts are announcements that specifically apply to your Organization. You only see Organization-level Alerts if you belong to that Organization in your **Profile**. Those users not in your Organization will not see your Organization-level Alerts. The **Alerts** Gadget only appears if there is either a system-wide or Organization-level Alert. If there is no Alert, the Gadget will not appear. As a Training Coordinator, you are able to create Alerts for your Organization only. Click [here](#) to jump to that section of this Guide.

Alerts

Joint Staff Required Training 05/03/2020 - 09/30/2020

Your annual JS required training will be assigned next week. You have until 31 DEC to complete the training. If you have any questions on this training, please contact your Directorate Training Coordinator. Remember, you must belong to a Joint Staff Organization in your Profile to receive the training. [view](#)

* Denotes a System Alert

Training Information Gadget. This Gadget is specifically tied to your Organization and is meant to display specific information to only your Organization. It is similar to an Alert, but this Gadget can contain much more information within it, and appears as a more permanent fixture to the **My Training Tab** than an Alert. You only see the **Training Information Gadget** if you belong to that Organization in your **Profile**, and there is information entered into it. Only then will the Gadget display in the **My Training Tab**. If there is no **Training Information**, the Gadget will not appear. As a Training Coordinator, jump [here](#) to create **Training Information** for your Organization.

Training Information

Welcome to the Joint Staff training site. Please see important tips below.

- Ensure your Profile is always up to date with the correct contact information. You must have access to the email address in your Profile if you want to reset your Password.
- SEJPME-US001 is now a Curriculum. You can find it in the Course Catalog under the Curriculum Tab.

Assigned Training Gadget. The **Assigned Training** Gadget displays courses that are assigned to you by your Organization or Audience. You must be a member of that Organization or Audience in your **Profile** in order to receive the courses. If you do not belong to any Organization or Audience, or your Organization or Audience has not assigned any courses, this Gadget will not appear. Each time your Organization or Audience assigns a new, or another course, the LMS will send an email to the email address in your **Profile**. As a Training Coordinator, you are able to create Assignments for your Organization, shown [here](#) in this Guide.

Assigned Training

Enroll

DOD-US1364-19
Department of Defense (DoD) Cyber Awareness Challenge 2019 (1 hr)

Source of assignment

Sort by: [Due Date](#) | [Name](#) | [Source](#)

Status: Assigned
Status Date: 05/11/2020
Due Date: 6/10/2020
Source: Joint Staff

A. To Enroll in a Course, select the **Enroll** button to the left of each **Course Number** and **Title**. The button will then turn in to a **Launch** button. Click the **Launch** button to open the course.

Note: You do not have the option to withdraw from assigned courses. Assigned courses are generally mandated by your Organization or Audience, so the only option is to enroll in and then complete them.

B. To identify the **Source** of the assigned course and other information such as **Due Date**, see the information on the right side of the screen. From the image above, you can see that the course is assigned by Joint Staff.

C. Courses will remain in the **Assigned Training** Gadget until you complete them, even if it is after the **Due Date** identified to the right of the course. Should you enroll in a course and then leave the Organization or Audience

(through your **Profile**) that assigned it to you before you have completed it, the course will move down to the **Elective Training** Gadget until you complete it or withdraw from it.

Elective Training Gadget. This Gadget displays courses that you manually enroll in through the **Course Catalog**. From here, you can begin the course by clicking the **Launch** button, or withdraw from the course by selecting the **Withdraw** button. Courses will remain in this Gadget until you complete them or withdraw from them. There is no Due Date for courses in this Gadget, but they generally expire after one year (Enrollment Expiry Date). This is an administrative function to remove Users who do not intend to complete the course. However, that does not mean that you don't have to complete a course next week if your Organization requires it. Just because it is not an assigned course in the **Assigned Training** Gadget does not necessarily mean your Organization does not require you to complete it.

Course Catalog Tab

The **Course Catalog** contains the library of content available to Users. There are two Tabs: **Courses** and **Curricula**. The default view of the catalog is **Courses** in alphabetical order by Course Prefix (far left column). So, in the view below, AFR (AFRICOM) courses are listed first in the catalog. Each **Course Name** is selectable and will describe the course.

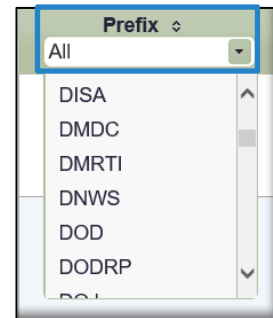
Prefix	Course Number	Name	Course Status	ATRS
AFR	-CMD-CR-062810	ASTC 15: In-Resident Discussion and Practical Exercises Link	Enroll	
AFR	~JTTC-CR-ACP2019-2023	USAFRICOM Campaign Plan (ACP) FY 2019-2023 (.5 hr) Link	Enroll	
ARN	J7-US037	CCMRF Tactical Course (2 hrs) Link	Enroll	

Enroll in a Course.

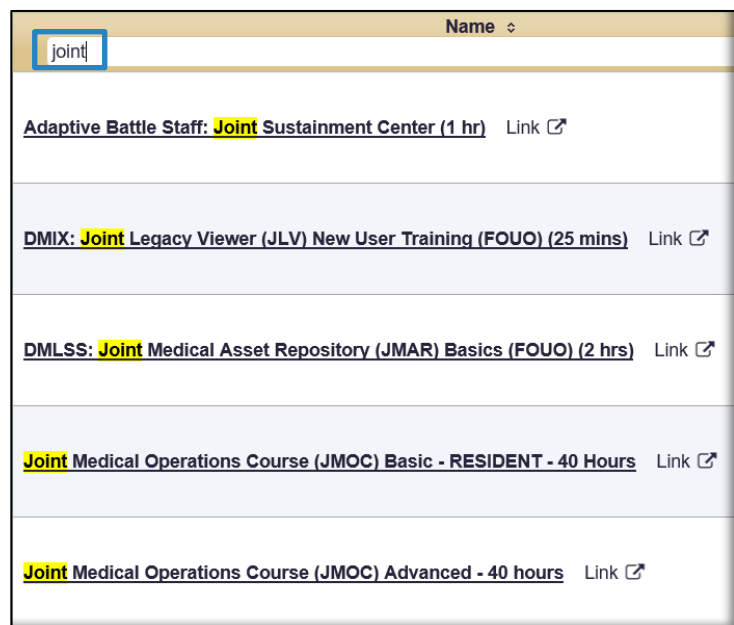
There are several ways to locate a course in the **Course Catalog**:

- A. First, you can use the scroll bars on the right side of the page to move down the list.
- B. Use the pagination functions at the bottom of the list to advance by one or several pages.
- C. To view more courses per page view, click on the **Results per Page** drop-down menu above the far-right column and choose to view up to 100 courses per page.
- D. You can also use any of the multiple search functions available to locate a course:

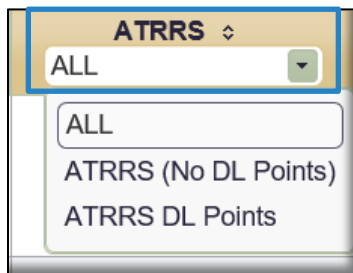
- i. Use the **Prefix** drop-down menu to search by Course Prefix. All courses with the selected Prefix will display.



- ii. Enter a Partial Course Number in the **Course Number** search field. All courses with that number in any part of the entire Course Number will display.



- iii. Enter any part of the Course Name into the **Name** field. All courses with that text in the Course Name will display.

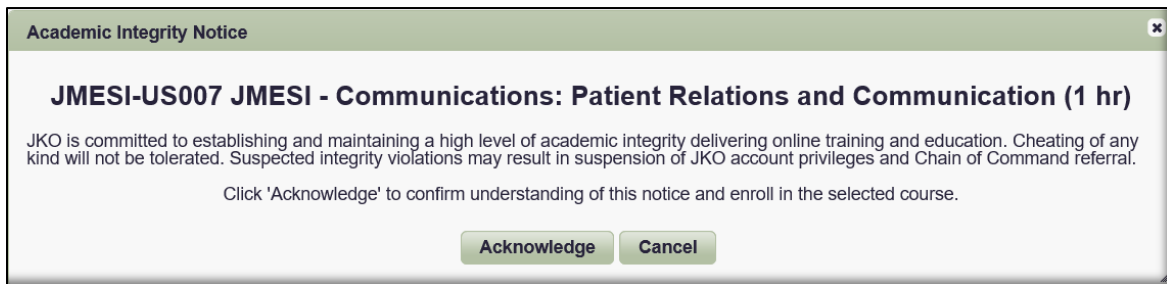


iv. Select the **ATRRS** drop-down menu to display ATRRS courses with or without Distance Learning (DL) Points. Only ATRRS courses will now display.

E. Once you locate your course, select the **Enroll** button to enroll in it.

JMESI	-US007	JMESI - Communications: Patient Relations and Communication (1 hr) Link	Enroll	ATRRS (No DL Points)
-------	--------	---	--------	----------------------

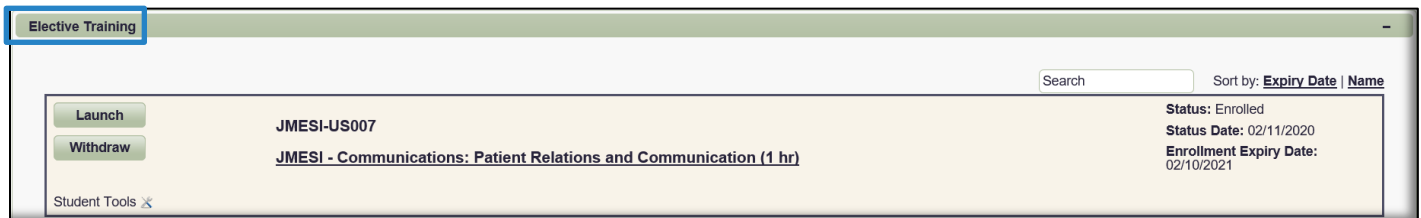
F. You must acknowledge the **Academic Integrity Notice**.



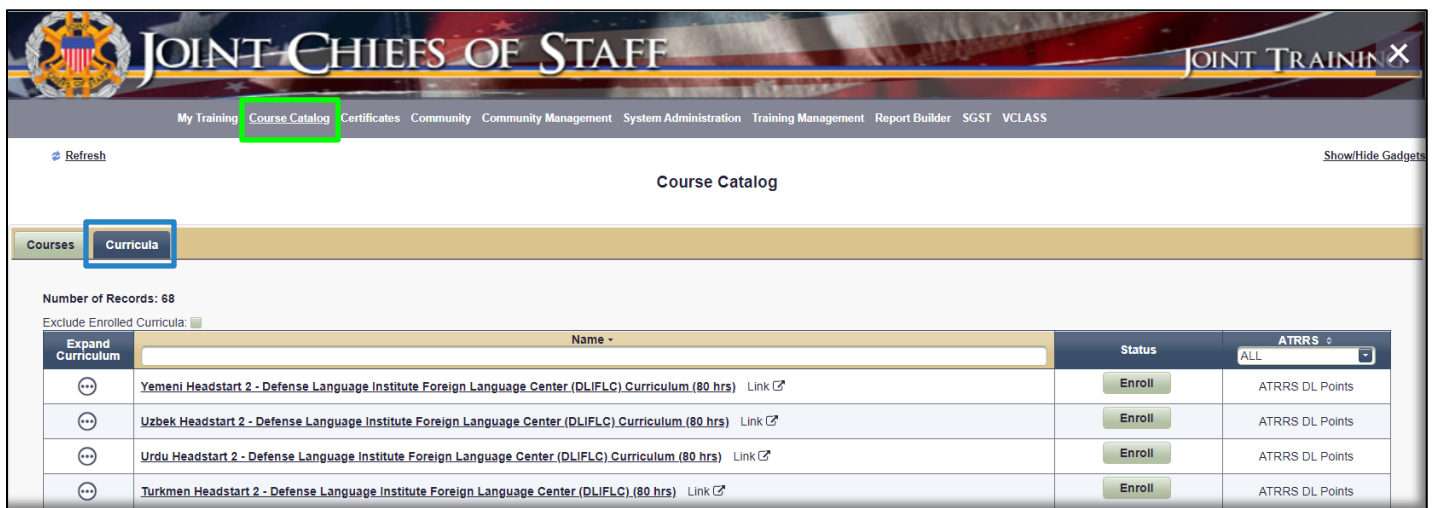
G. The Course Status now changes to *Enrolled*. You may start the course directly from the Course Catalog if you wish by selecting the **Launch** button.

JMESI	-US007	JMESI - Communications: Patient Relations and Communication (1 hr) Link	Enrolled Launch	ATRRS (No DL Points)
-------	--------	---	--------------------	----------------------

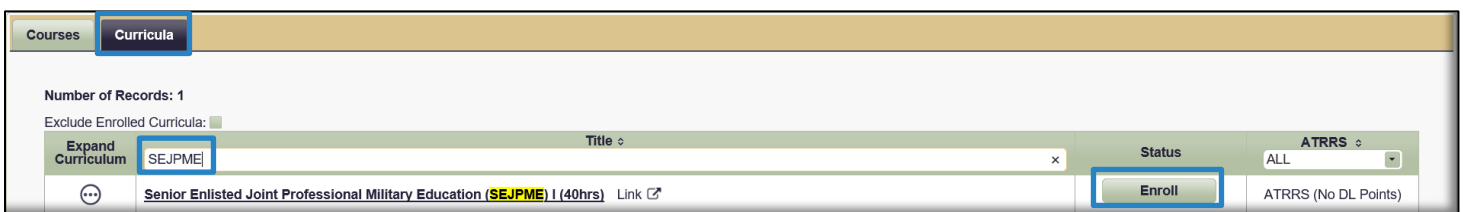
H. The course is also now available in the **Elective Training** Gadget in the **My Training** Tab.



Enroll in a Curriculum. Select the **Curricula** Tab to display an alphabetized list of all curricula content. There are multiple way to locate a curriculum:

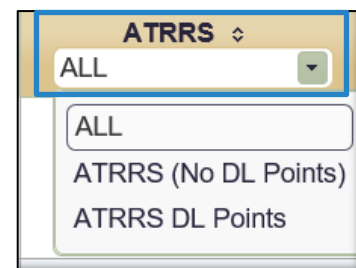


A. Search for a curriculum by entering text in the **Title** search field. Results matching your text automatically display. Use the sort arrows in the **Title** column to display results from Z-A.



B. Search for a curriculum by using the pagination functions at the bottom of the list to advance by one or several pages.

C. Select the **ATRRS** drop-down menu on the right side of the page to display ATRRS curricula with or without Distance Learning (DL) Points. Only ATRRS curricula will now display.



D. Once you locate your curriculum, select the **Expand** icon to view  a list of courses in that curriculum. When ready, select the **Enroll** button.

E. You must acknowledge the **Academic Integrity Notice**.

Academic Integrity Notice

Click 'Acknowledge' to confirm understanding of this notice and enroll in:

- ## Acknowledge

Cancel

Elective Training

Launch

JMESI-US007

JMESI - Communications: Patient Relations and Communication (1 hr)

Search

Sort by: Expiry Date | Name

Status: Enrolled

Status Date: 02/11/2020

Enrollment Expiry Date: 02/10/2021

Student Tools ✕

Curriculum Name: Senior Enlisted Joint Professional Military Education (SEJPME) I (40hrs)

(Identifier: SEJPME-US001)

Show/Hide Courses

Withdraw

Course ID		Name	Status	Status Date	Actions	Enrollment Expiry Date	Tools
SEJPMJ-US001-01	Course Introduction (30 min)		Enrolled	02/11/2020	Launch	08/09/2020	X
SEJPMJ-US001-02	Introduction to Joint Duty (1 hr)		Enrolled	02/11/2020		08/09/2020	X
SEJPMJ-US001-03	National Military Command Structure (4 hrs)		Enrolled	02/11/2020		08/09/2020	X
SEJPMJ-US001-04	Interagency Coordination (6 hrs)		Enrolled	02/11/2020		08/09/2020	X
SEJPMJ-US001-05	Range of Military Operations (4 hrs)		Enrolled	02/11/2020		08/09/2020	X
SEJPMJ-US001-06	Multinational Operations (3 hrs)		Enrolled	02/11/2020		08/09/2020	X
SEJPMJ-US001-07	Armed Forces Overview (14 hrs)		Enrolled	02/11/2020		08/09/2020	X
SEJPMJ-US001-08	Reserve Components (3 hrs)		Enrolled	02/11/2020		08/09/2020	X
SEJPMJ-US001-09	Special Operations (3 hrs)		Enrolled	02/11/2020		08/09/2020	X
SEJPMJ-US001-10	Joint Force Leadership (5 hrs)		Enrolled	02/11/2020		08/09/2020	X
SEJPMJ-US001-11	Course Conclusion (30 min)		Enrolled	02/11/2020		08/09/2020	X

The **Certificates** Tab is where your course and curriculum Completion Certificates are located. From here, you can view, download, and print your Completion Certificates. You can also access your Transcript, which lists details of all of your completions. The default view of the **Certificates Tab** displays completed **Courses** in **Completion Date** order.

JOINT CHIEFS OF STAFF JOINT TRAINING X

My Training Course Catalog **Certificates** Community Community Management System Administration Training Management Report Builder SGST VCLASS

Refresh

Certificates

Show/Hide Gadgets

Show Individual Courses ☒ Show Curricula

Passed All

Clear Search X

Results per Page: 10

Prefix - Course Number	Title	Primary Instructor	Mode	Completed Date	Certificate
DOD-US1364-19	Department of Defense (DoD) Cyber Awareness Challenge 2019 (1 hr)		Web Enabled	04/27/2020	
J3TA-US1329	SERE 100.2 Level A SERE Education and Training in Support of the Code of Conduct (FOUO) (4 hrs)	JEFFREY TAYLOR	Web Enabled	04/27/2020	
USA-CHS-04	Chinese Headstart2 Military Module 4 - Defense Language Institute Foreign Language Center (DLIFLC) (6 hrs)		Web Enabled	04/27/2020	
USA-CHS-09	Chinese Headstart2 Military Module 9 - Defense Language Institute Foreign Language Center (DLIFLC) (6 hrs)		Web Enabled	04/27/2020	
USA-CHS-10	Chinese Headstart2 Military Module 10 - Defense Language Institute Foreign Language Center (DLIFLC) (6 hrs)		Web Enabled	04/27/2020	
USA-CHS-08	Chinese Headstart2 Military Module 8 - Defense Language Institute Foreign Language Center (DLIFLC) (6 hrs)		Web Enabled	04/27/2020	

A. To view a Completion Certificate, select the **Certificate** icon in the **Certificate** column on the right side of the page. Use your browser options available to download, save, or print the certificate.

B. To view your **Transcript**, select the **Transcript** icon on the right side of the page. Use your browser options available to download, save, or print the Transcript.

C. To search for a specific certificate, use any of the search or sort functions available to quickly locate it.

Prefix - Course Number	Title	Primary Instructor	Mode	Completed Date	Certificate
J3TA-US1329	SERE 100.2 Level A SERE Education and Training in Support of the Code of Conduct (FOUO) (4 hrs)		Web Enabled	02/11/2020	
JS-US007	Level I Antiterrorism Awareness Training (2 hrs) - Test 9-4-4 upload new version (qwy)		Web Enabled	02/11/2020	
SEJPM-ES000-PRE	SEJPM New Student Orientation Course (15 mins)		Web Enabled	02/11/2020	

D. To view a list of all courses; including **Passed** and **Dropped** courses, select the **All** Tab. Completion Certificates for **Passed** courses are also available under the **All** Tab.

E. To view Curriculum Completion Certificates, select the radio button next to Show Curricula. The default view will display Passed curricula. An overall curriculum completion certificate is available by selecting the **Certificate** icon in the Certificate column on the right side of the page. Select the **Expand** icon to display a list of the curriculum's component courses and view those individual course completion certificates.

Show Individual Courses ☐ **Show Curricula**

Passed All

Clear Search X

Results per Page: 5

Expand Curriculum	Title	Completed Date	Certificate
	Spanish Headstart 2 - Defense Language Institute Foreign Language Center (DLIFLC) Curriculum (80 hrs) (version 1)	02/11/2020	

F. To view a list of all curricula; including **Passed**, **Dropped**, and **Enrolled**, select the **All** Tab. Completion Certificates for **Passed** curricula are also available under the **All** Tab.

Community Tab

The **Community** Tab contains topical information on a variety of subjects. JKO Users create Communities to convey additional information to members of that Community, or to the enterprise as a whole. Communities can be limited to specific organizations, as determined by the Community Manager, or open to all Users.



JKO will create enterprise-wide Communities, such as the Help Desk Community, while Training Coordinators can create communities that are scoped to their Organization and below. For example, a Joint Staff Training Coordinator can only create a Community that Joint Staff and all of Joint Staff's subordinate units will see. Those outside the Joint Staff Organization will not see it in their Community Tab.

Click on a **Community Name** to enter the Community and view content such as videos, documents, links, and much more. The content available in a Community is limited only by the imagination of the Community Manager. The Community template is divided into four Sections, or Gadgets: **Welcome** (not shown in the image below); **Announcements**; **Links**; and **Documents**. Later in this Guide, we will show you how to become a Community Manager and build a Community for your Organization. The image below is an example of content inside the SEJPME Community.

Announcements

Title	Description
Receive College Credit for Completion of SEJPME Courses	Have you completed SEJPME I, II, or both? Did you know that you can get college credit for completing these courses? Currently, there are two ways to obtain college credit for these courses: 1) Through the American Council on Education (ACE) service, college credit is provided for completion of the SEJPME course at the Joint Forces Staff College (1/1/2010 - 4/30/2016) in the upper-division baccalaureate degree category. They recognize 3 semester hours in management or strategic management for SEJPME courses. Use the ACE link provided and search for Joint Forces Staff College under Organization name and then select JFSC-0003. https://www2.acenet.edu/credit/fuseaction-transcriptsPublic.getCourseSearchCriteria.2 Through the American Military University (AMU), college credit is provided at a rate of 3 semester hours per course towards an elective credit. For more information on SEJPME transfer credits with American Military University: http://www.apus.edu/TransferCredit/accepted/Undergraduate/Internal-policies/jko-sejpme.htm We continuously work to expand this list. Visit the SEJPME Community of Interest page for continuing updates on SEJPME credit recognition at military universities and others.
SEJPME II CONVERSION	SEJPME II will soon be converted into a curriculum format. Once completed, new students enrolling into the course will need to search in the curriculum sub-tab on the Course Catalogue page for SEJPME II.

Links

Title	Description
CYBERCOM, NSA Senior Enlisted Leader Discusses Troops, Training, Mental Health	By Jim Garamone, Defense.gov, May 14, 2019
Joint Staff Preparing NCO Education, Internships	By Jim Garamone DoD News, Defense Media Activity, April 12, 2018
SEAG: Educated, Empowered Enlisted Leaders Needed in Joint Environments	By Jim Garamone DoD News, Defense Media Activity, Nov. 29, 2017

Documents

Search

Name	Modified Date	Modified By	Download
SEJPME - Senior Enlisted Joint Professional Military Education			
Backbone of the Armed Forces	2019-08-01 10:25:26.0	DAVID CRUZ	
Copy - NCO-Backbone.pdf	2019-08-01 14:57:53.0	DAVID CRUZ	<input type="button" value="Download"/>
01_Introduction.html	2019-08-01 10:26:08.0	DAVID CRUZ	<input type="button" value="Download"/>
01_Introduction.mp3	2019-08-01 10:26:09.0	DAVID CRUZ	<input type="button" value="Download"/>

Community Management Tab

If you, or any user, has been designated a Community Manager, you will have this additional Tab available to you. Only those Communities to which you are a Community Manager will display in this Tab. This Tab allows you to build, add content to, edit, and determine who gets to see your Community. A System Administrator or Tech Administrator are the only roles that can create a Community for you. Contact JKO for more information on creating and managing a Community for your organization.

JOINT CHIEFS OF STAFF

[My Training](#)
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Community Management

Community Management

Below is a List of Communities that are available for editing. Click a link to open the editor window.

Training Coordinator Resources

Joint Staff Training

Edit a Community

To edit a Community that you are a Community Manager of, select the **Community Name**. A workspace will open, as shown in the image below, which is similar to the view of the Community in the Community Tab. However, in this view you will see that all of the Gadgets are available to edit. Use the **Hide Gadget** link in the upper right of each

Gadget to either **Show** it or **Hide** it in the User's view of the Community in the Community Tab. For example, if you have not yet built out the **Announcements** Gadget of your Community, you can choose to hide it so that users do not see an empty Gadget when they view your Community.

WS_Edit_Joint Staff Training*

Joint Staff Training - Community Editor

Edit Joint Staff Training Settings

Welcome - Hide Gadget

Welcome Community text will appear on the Community page.

Sans Serif Normal B I U G A x₁ x² H₁ H₂ ¶ ¶ ¶ ¶ ¶ ¶ ¶ ¶ ¶ ¶ ¶ ¶ ¶ ¶ ¶

Save Cancel

Announcements - Hide Gadget

Add Announcement

Title Text Start Date End Date

No records found.

Links - Hide Gadget

Add Link

Title URL Description

No records found.

Documents - Hide Gadget

Right-click on a node in order to create folders, upload items to that node, or paste items.

Right-click on a document to copy or delete it.

Welcome Gadget. To add content to or edit this area of the Community, add text or pictures into the space using the editing tools available. The functionality is similar to the tools in Microsoft Word. Once you are complete, select the **Save** button.

Welcome - Hide Gadget

Welcome Community text will appear on the Community page.

Sans Serif Large B I U G A x₁ x² H₁ H₂ ¶ ¶ ¶ ¶ ¶ ¶ ¶ ¶ ¶ ¶ ¶ ¶ ¶ ¶ ¶

[Welcome to the Joint Staff Community!](#)

We hope you will visit this Community often, as we will frequently post important training announcements, links to helpful Joint Staff and training Resources, and valuable documents for administrative awareness and professional development.

Your Joint Staff Training Coordinator is Jacques Renault. Each Directorate has a Training Coordinator that will assist you in your training needs. Please don't hesitate to call on any of us.

Save Cancel

Announcements Gadget. To add an Announcement to the Community, select the **Add Announcement** button and fill in the required fields. You can enter **Start** and **End Dates** so that Announcements will automatically appear or drop on the dates you select.

Add/Edit Announcement

* Indicates required fields


Title: JS Newcomer's Welcome Briefing

Text: The next briefing will be held on 18 SEP in Classroom A5D.

Start Date: 05/12/2020


End Date: 09/18/2020

Save Cancel

When complete, select the **Save** button. The Announcement now appears in the Announcements Gadgets. To edit an Announcement, select its name from the list of Announcements, make any changes, and select **Save**. To Delete an Announcement, select the **Delete** icon  located to the left of the Announcement name.

Announcements

Add Announcement

	Title	Text	Start Date	End Date
	JS Newcomer's Welcome Briefing	The next briefing will be held on 18 SEP in Classroom A5D.	05/12/2020	09/19/2020

Links Gadget. To add a Link to the Community, select the **Add Link** button and fill in the required fields. When complete, select the **Save** button.

Add/Edit Community Links

* Indicates required fields


Title: Joint Knowledge Online

URL: https://jkodirect.jten.mil

Description: All Joint Staff training located in JKO.


Internal: ☐ *** Indicates a link that implements LMS functionality to open a workspace (not common)

Save Cancel

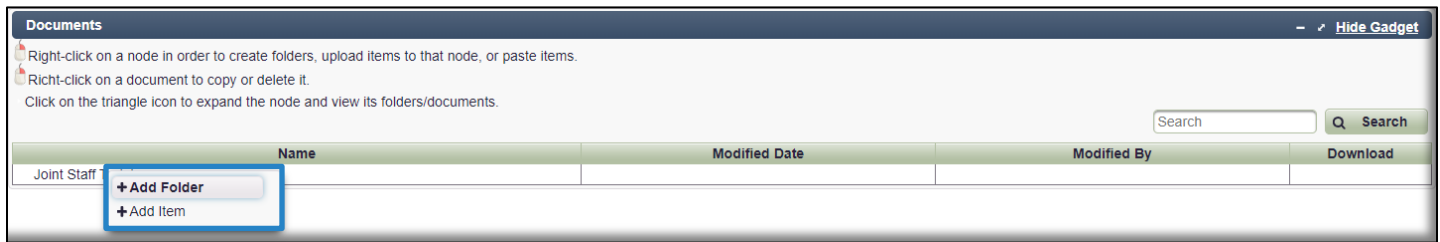
To edit a Link, select its name from the list of Links, make any changes, and select **Save**. To Delete a Link, select the **Delete** icon  located to the left of the Link name.

Links

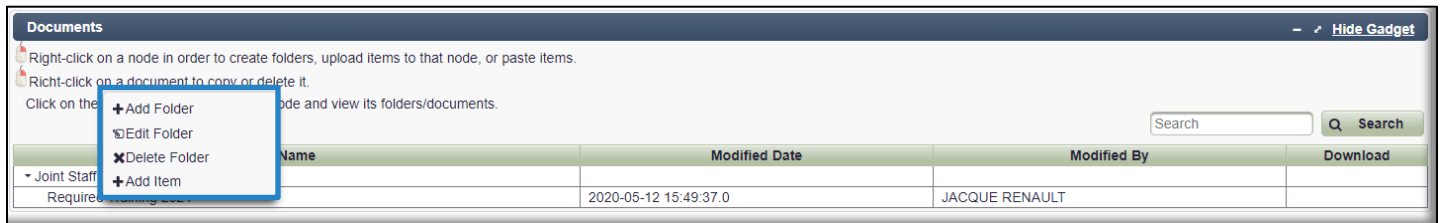
Add Link

	Title	URL	Description
	Joint Knowledge Online	https://jkodirect.jten.mil	All Joint Staff training located in JKO.

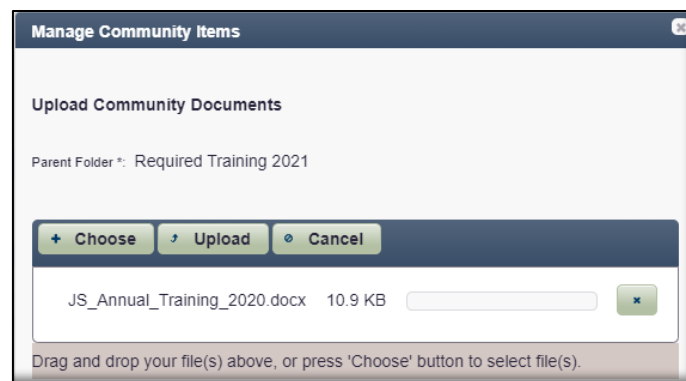
Documents Gadget. To add a Folder or Item (document) to the Community, right click on the root directory (Joint Staff Training), or on a folder that is already created. In the image below, we will add a Folder.



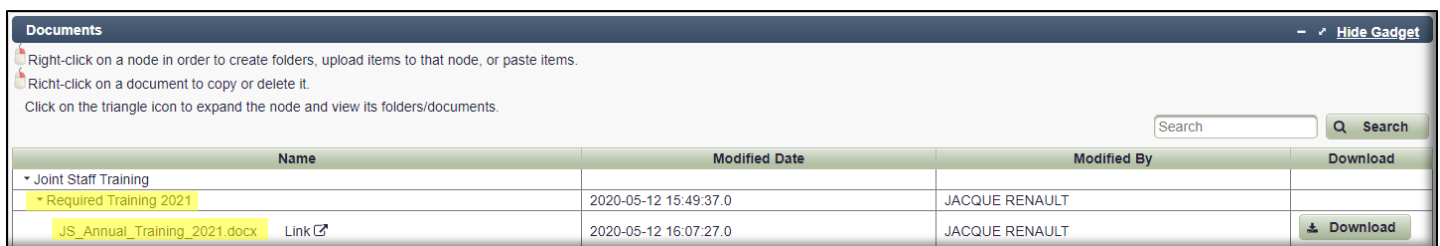
Now that the Folder is added, you have the option to add Items (documents) to it by right-clicking on the name of the Folder we created above, and selecting **+Add Item**.



Add a document by clicking the **Choose** button and navigating to and selecting the file location on your computer, or Drag and Drop the document to the window. Select the **Upload** button to complete the process.



In the image below, you can now see that we created a Folder (Required Training 2021), and added a document (JS_Annual_Training_2021) to the Folder. You can repeat this process to add to and organize the **Documents Gadget** any way you like.



Edit Community Settings

To edit Community settings, (not content as we did above), select the [Edit \(Your Community Name\) Settings](#) link in the upper right hand corner of the workspace. Community Settings include editing the Community name and description details, adding additional Community Managers, and selecting which Organizations will be able to see this Community in their view of the **Community Tab**.

JOINT CHIEFS OF STAFF

JOINT TRAINING

My Training Course Catalog Certificates Community **Community Management** System Administration Training Management Report Builder SGST VCLASS

WS_Edit_Joint Staff Training

Show/Hide Gadgets

WS_Edit_Joint Staff Training*

Joint Staff Training - Community Editor

Welcome

Welcome Community text will appear on the Community page.

Sans Serif Normal B I U G A x₂ x² H₁ H₂ ¶ </> [List Icon] [Link Icon] [Image Icon] [Table Icon]

Welcome to the Joint Staff Community!

In the work space that opens, you have control over many of the details of this Community, including **Name** and **Description** of the Community. You can also specify under what **Group Heading** your Community will be listed in the **Community Tab**. Select the drop-down arrow on the **Group Heading** field to view and select an appropriate **Group Heading**. If one is not available, contact JKO, as a System or Technical Administrator are the roles that have permission to create new **Group Headings**.

Check the **Active** check box to make the Community Active. Active means that the Community will display in the **Community Tab**. One reason why you may not want to make a Community Active is that you are still building it out. If a Community is not Active, it is not displayed in the **Community Tab**, and therefore not available to view.

WS_Add/Edit Community*

Community Details

* indicates required fields

Name *
Joint Staff Training
Name can not exceed 255 characters.

Group Heading *
Training Coordinator Resources

Description:
This site is to assist Joint Staff members with their annual training...

Active: ☒ *** When checked, the community will display in the community tab

Managers:
Search & Add

Name *
RENAULT, JACQUE

Show All: ☐ *** When checked, ALL users will see this community

Organizations: No orgs selected

Include Unassigned:
 • US: false
 • Multi-National: false

Set Access

Search Users

Last Name: First Name:
Search Clear

Name	Role	User Name	Org
No records found.			
(1 of 0)			

Current Selection
No User Selected

Add Users Close

Organization


Search Clear Search

- Joint Knowledge Online
 - US Africa Command
 - US ARMY NORTH (ARNORTH)
 - US Army Space and Missile
 - Business Support Director
 - US Central Command (CENTC)
 - Combined Joint Task Force
 - CSS Org
 - Defense Contract Audit Ag
 - Defense Contract Manageme
 - Defense Commissary Agency
 - Defense Human Resources A
 - Department of Homeland Se
 - Defense Information Syste
 - DMA
 - Defense Manpower Data Cen
 - Department of Defense, Of
 - DoD Education Activity
 - Defense Security Cooperat
 - Joint Improvised-Threat D
 - US Indo-Pacific Command
 - JFHQ DODIN
 - Joint Personnel Recovery

Include Unassigned US Personnel ☐
 Include Unassigned Multi-National Personnel ☐

Check to include all sub-organizations ☐

Save Cancel

If you would like to select additional Community Managers for your Community, select the **Search & Add** button to open the **Search Users** window. Enter **First** and **Last Name**, and then select the **Search** button to find the User(s) who you are going to designate as Community Manager(s) of this Community. In the Search Results that display, click the green **Add** icon  and then the **Add Users** button to complete the action. Once you make this User or Users a Community Manager, the **Community Management Tab** will appear when they log in to JKO, and they will have the same rights as you do to edit this Community.

To select which Organizations and personnel have access to your Community, select the **Set Access** button. A window opens with a list of all the top-level Organizations in the LMS. You can pick and choose which Organizations get to see your Community by checking the box to the left of their Name(s). To view and check sub-Organizations of those top-level Organizations, select the arrow to the left of its name to expand the Organization. When you choose a top-level Organization and want all of that Organization's sub-Organizations to see the Community as well, check the box at the bottom of the page that says **Check to include all sub-organizations**. All of that Organization's sub-Organizations will automatically check off in the list, and you won't have to expand the top-level Organization and manually check off every sub-Organization.

To allow Unassigned U.S. Personnel access to view your Community, check the box next to **Include Unassigned U.S. Personnel**. When you check this box, you are saying that U.S. Users who do not belong to an Organization in their JKO Profile will see your Community in their **Community Tab**. If you leave the box unchecked, all U.S. Users who do not belong to an Organization in their Profile will not see your Community.

To allow Unassigned Multi-National Personnel access to view your Community, check the box next to **Include Unassigned Multi-National Personnel**. The same consequences of checking or unchecking this box are described in the previous paragraph.

If you only wanted the Joint Staff Organization and all of its sub-Organizations to have access to this Community in their **Community Tab**, you would select Joint Staff from the list of Organizations, and check the box next to **Check to include all sub-organizations**.

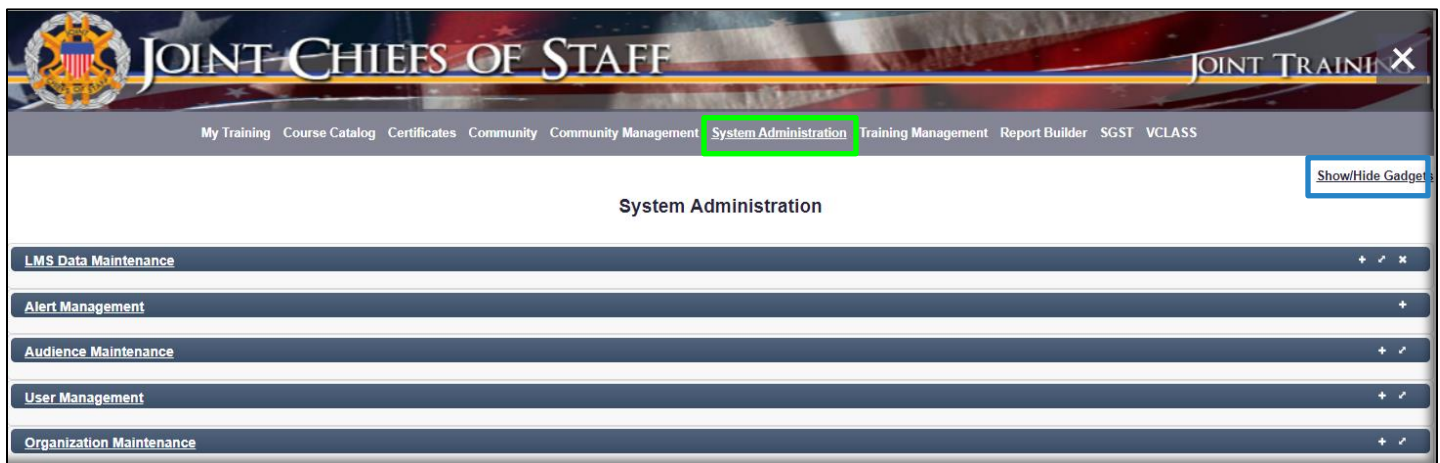
Select **Save** in the **Organization** popup window once you have made all your Organizational and personnel-type selections.


System Administration Tab


Up until now, all functionality described in this Guide is available to the Student User, and should serve as a refresher for you. The **System Administration Tab** is only available to LMS Users with additional training and permissions. In this Tab, you are able to create Organizational Alerts, create and manage Organizations and Audiences, and search for Users in your Organization in order to view their Profiles and training status.

The **System Administration Tab** contains up to five Gadgets:



- **LMS Data Maintenance***
- **Alert Management**
- **Audience Maintenance**
- **User Management**
- **Organization Maintenance**



By default, Gadgets display in the minimized mode as shown in the image above. To the far right of each Gadget name are the *Expand* and *Maximize* icons. 

A. The *Expand* icon  opens the Gadget, while other Gadgets continue to display in minimized view above and below the opened Gadget. Selecting the Gadget Name will also expand the gadget to the expanded view.

B. The *Maximize* icon  opens the Gadget and the other Gadgets are not displayed.

C. **Other Available Gadgets** (see paragraph and image below) that you checked in order to display in the Training Management Tab have an additional *Remove*  icon available on the far right side.  Selecting the *Remove* icon will remove that Gadget from your display. In order for the Gadget to display again, you must repeat steps described below.


***LMS Data Maintenance.** Not all Gadgets display by default in each Tab. To display this Gadget, select the **Show/Hide Gadgets** link on the upper right side of the page, as shown in the blue box in the image above. The *WS_Show/Hide Gadgets* work space opens that displays every Tab and the Gadgets associated with that Tab. If there are any additional Gadgets available for that Tab, check the box next to that available Gadget and then **Save**. That Gadget will now display for you under that Tab. As you can see from the image below, **LMS Data Maintenance** is the only additional available Gadget for the **System Administration Tab**. We recommend keeping this Gadget hidden.

WS_ Show/Hide Gadgets*

This page displays the gadgets for each of the tabs available for your role. Some gadgets are default (they cannot be taken away), while other gadgets can be added or removed by checking or unchecking the corresponding box and clicking 'Save' at the bottom.

Gadget Category	Default Gadgets	Other Available Gadgets
My Training	Alerts Training Information Assigned Training Elective Training	
Course Catalog	Browse Course Catalog	
Certificates		
Community	Communities	
Community Management	Community Manager	
System Administration	Alert Management Audience Maintenance User Management Organization Maintenance	<input checked="" type="checkbox"/> LMS Data Maintenance

Alert Management Gadget

As previously mentioned, **Alerts** are used to bring an issue to the attention of LMS Users. They can be displayed to all LMS Users, or to specified Organizations. As a Training Coordinator, you can create Alerts for your Organization. Alerts are created here in the **Alert Management Gadget**, but appear in the **Alerts Gadget** on the **My Training Tab**. Click on **Alert Management** or the *Expand* icon  to open the Gadget.

You can sort Alerts by clicking on the sorting arrows next to the **Title** or **Description** column headers. This will display the Alerts in alphabetical order from A-Z, and then Z-A if you continue to click the arrows. You can also use the **Title** or **Description** Search fields to find an Alert by entering a part of the alert Title or Description.

Displayed in the image below is a list of Alerts created for your Organization. Since you cannot create a System-level Alert, they are not listed here.



The screenshot shows the 'System Administration' section of the Joint Chiefs of Staff Joint Training system. The 'Alert Management' gadget is expanded, showing a list of alerts. The 'Add Alert' button is highlighted with a red box. Below the button, it says 'Number of Records: 1'. The table below has columns for 'Delete', 'Title', and 'Description'. One alert is listed: 'Joint Staff Required Training' with a description about annual required training.

Delete	Title	Description
	Joint Staff Required Training	Your annual JS required training will be assigned next week. You have until 31 DEC to complete the training. If you have any questions on this training, please contact your Directorate Training Coordinator. Remember, you must belong to a Joint Staff Organization in your Profile to receive the training.

Add an Alert. To add an Alert, click the **Add Alert** button. In the work space that opens, enter all the mandatory information, including **Title**, **Description**, and **Start** and **End Dates**. You can set a Start Date in the future if you choose. Alerts will automatically appear and disappear based on the dates you set here.

WS_Add Alert*

Alert Details

* indicates required fields

Title:

Description:

Start Date: mm/dd/yyyy End Date: mm/dd/yyyy

Organizations: No orgs selected

Include Unassigned:

- US: false
- Multi-National: false

Set Access

Organization

Search Clear Search

- Joint Staff
 - JS J1
 - JS J2
 - JS J3
 - JS J4
 - JS J5
 - JS J6
 - JS J7
 - JS J8

Check to include all sub-organizations ☒

Save Cancel

To choose which Organizations will see your Alert, click on the **Set Access** button. A list of your Organizational structure displays. You can pick and choose which Organizations get to see your Alert by checking the box to the left of their Name(s). To view and check sub-Organizations of those Organizations, select the arrow to the left of its name to expand the Organization. When you choose an Organization and want all of that Organization's sub-Organizations to see the Alert as well, check the box at the bottom of the page that says **Check to include all sub-organizations**, as shown in the image above. All of that Organization's sub-Organizations will automatically check off in the list, and you won't have to expand the top-level Organization and manually check off every sub-Organization.

Select **Save** in the **Organization** popup window once you have made your Organizational selections. Review the details of the Alert you are creating, and when ready, click the **Save** button. Your new Alert is now included in the list of Alerts. It will display in the **Alerts Gadget** in the **My Training Tab** for members of your Organization based on the dates you entered when you created the Alert.

JOINT CHIEFS OF STAFF

JOINT TRAINING

My Training Course Catalog Certificates Community Community Management **System Administration** Training Management Report Builder SGST VCLASS

Show/Hide Gadgets

System Administration

Alert Management

Shown below are all alerts to which you have access. Please click on the name of an alert to edit.

Add Alert

Number of Records: 2

Delete	Title	Description
<input type="checkbox"/>	Joint Staff Required Training	Your annual JS required training will be assigned next week. You have until 31 DEC to complete the training. If you have any questions on this training, please contact your Directorate Training Coordinator. Remember, you must belong to a Joint Staff Organization in your Profile to receive the training.
<input type="checkbox"/>	Newcomer's Briefing	The next Joint Staff Newcomer's Briefing will be held on 18 SEP in Classroom A5D. Please ensure all new members of your team attend.

Edit an Alert. To edit an Alert, click on its Name in the list of Alerts to open the *WS_Edit Alert* work space. Make any changes you wish, and then click the **Save** button. In the example below, we are changing the alert **Start Date**.

JOINT CHIEFS OF STAFF JOINT TRAINING X

My Training Course Catalog Certificates Community Community Management **System Administration** Training Management Report Builder SGST VCLASS

WS_Edit Alert Show/Hide Gadgets

WS_Edit Alert*

Alert Details

* Indicates required fields

Title: *
Newcomer's Briefing

Title cannot exceed 50 characters. Description: *
The next Joint Staff Newcomer's Briefing will be held on 18 SEP in Classroom A5D. Please ensure all new members of your team attend.


Start Date: 07/06/2020 End Date: 09/19/2020



Organizations: Intelligence Operations Plans and Policy, J2 Warfighter Support and Integration, JS J3, J3 Command Control and Nuclear Ops, J3 Regional Operations, JS J4, J4 Operational Logistics, J5 Joint Strategic Planning, J5 Strategic Stability, JS J6, J6 ITS Enterprise Management Division, J6 Pentagon IT Services, JS J7, J7 Required Capabilities Branch, J7 Strategy and Application and Support, J8 Resources and Acquisition

Include Unassigned: US, Multi-National

Set Access

Save **Cancel**

Delete an Alert. To delete an Alert, select the Delete icon  to the left of the Alert Name.

Alert Management		
Shown below are all alerts to which you have access. Please click on the name of an alert to edit.		
Add Alert		
Number of Records: 2		
Delete	Title	Description
	Joint Staff Required Training	Your annual JS required training will be assigned next week. You have until 31 DEC to complete the training. If you have any questions on this training, please contact your Directorate Training Coordinator. Remember, you must belong to a Joint Staff Organization in your Profile to receive the training.
	Newcomer's Briefing	The next Joint Staff Newcomer's Briefing will be held on 18 SEP in Classroom A5D. Please ensure all new members of your team attend.

In the confirmation popup window that opens, select the **Yes** button to permanently delete the Alert, or the **No** button to cancel the action. When you delete the alert, it will no longer display in your list of alerts, and will be removed from the **Alerts Gadget** in the **My Training Tab**.


Delete Alert

Are you sure you wish to permanently delete this Alert?

Yes **No**

Audience Maintenance Gadget

We discussed [here](#) that Audiences function much like Organizations, in that they are a primary means to deliver training to a specific group of Users who may not be joined together through membership in an Organization.

The **Audience Maintenance Gadget** provides the ability to create and edit Audiences, populate Audiences with Users, and to group Audiences together (not common). An Audience Group is a group of two or more Audiences. Courses may be assigned to Audiences using the **Course Associations Gadget** in the **Training Management Tab**, which is discussed later in this Guide. Click on **Audience Maintenance** or the **Expand** icon  to open the Gadget.



JOINT CHIEFS OF STAFF JOINT TRAINING

My Training Course Catalog Certificates Community Community Management **System Administration** Training Management Report Builder SGST VCLASS

System Administration

Alert Management

Audience Maintenance

Audiences Audience Groups

Shown below are all audiences to which you have access. Please click on the name of an audience to edit.

Add Audience

Number of Records: 2,155

Name	Description
9th AF J3-3	J3TF Training -3
109 MDG EPRC Clinicians	This group is for all physicians, nurses, dentists, nurse practitioners and physician assistants
109 MDG Operator Responders	This is for all members holding an AFSC in the MDG that are not physicians, nurses, NPs, PAs or dentists.
11 MDG (Temp-Not Perm Assigned)	Personnel needing or have done HIPAA training, however they are either temporarily assigned to the 11th MDG or not permanent. Therefore, they will be accounted for in this Audience group for tracking purposes.
111th	ang
12th BN ARCD (-) Secondary	Assignment audience for Soldiers that have another organizational affiliation in addition to 12th BN ARCD
12th BN ARCD (SHARP)	Organizational temporary audience for SHARP training shortfalls.
12th BN ARCD ACE (-)	Organizational temporary audience for Suicide Awareness shortfalls.
12th BN ARCD ASAP (-)	Organizational temporary audience for ASAP training shortfalls.
12th BN ARCD CTIP(-)	Organizational temporary audience for CTIP shortfalls and transition from J3TA-US0030 to J3TA-US1328

(1 of 215) 1 2 3 4 5 6 7 8 9 10

The default view of the list of Audiences is alphabetical, with numbers before letters. You may use any number of tools to sort or find an Audience in the list, including the sort arrows next to the **Name** and **Description** column headers, the **Name** and **Description** Search fields, and the pagination numbers and arrows at the bottom of the page.

Create an Audience. To create an Audience, click the **Add Audience** button to open *WS_Add Audience* work space.

Fill out the required fields as indicated by the red asterisk:

- **Audience Name**
- **Description**
- **Allowed to Join/Drop.** You may restrict entry into an Audience by locking it. In most cases, Audiences remain unlocked. If you choose to lock the Audience, an additional field opens that requires you to enter a **Join/Drop Lock Message** which will display to Users who attempt to join this Audience in their **Profile**. The message you create should include clear instructions to the User on steps to join the Audience. If approved, a privileged User must then manually add Users to the Audience, as described next in this section, and [here](#) and [here](#). This could take significant manual effort if there are many potential members of this Audience.

Deactivation Date is not required, however, by entering a deactivation date to the Audience, Users will no longer be able to join it after that date. The Audience will no longer be visible or available in the list of Audiences in the **Audience Association** section in the **Profile**. However, the Audience will still be visible in the **Audience Maintenance Gadget** for your use if you decide to use it again. It will remain there until you delete it.

Once you have created the details of the Audience, select the **Save** button.

JOINT CHIEFS OF STAFF **JOINT TRAINING**

My Training Course Catalog Certificates Community Community Management **System Administration** Training Management Report Builder SGST VCLASS **WS_Add Audience**

Allowed to Join/Drop: Locked

*Join/Drop Lock Message:
To gain access to this Audience, please contact Jacques Renault, the JS Training Coordinator for instructions.

WS_Add Audience*

Audience Name: Exercise Gallant Serpent

Description: Participant of this Exercise must take all courses assigned to this Audience prior to 31 DEC

Deactivation Date: 12/31/2020

Allowed to Join/Drop: Unlocked

* Once you save, you will have the ability to add users to this audience in the space below.

Audience Members

Shown below are all users who are currently members of this audience. You may remove a user by selecting the checkbox for that user and clicking the 'Remove User(s)' button. To add additional users, please click the 'Add User(s)' button.

Add User(s) to This Audience

Number of current audience users: 0

Delete	Name	Username	Role	Primary Organization	Status
No records found.					

Add Users to an Audience.

There is more than one way, in more than one location in the LMS, to add Users to an Audience. To add Users through the **Audience Maintenance Gadget**, click on the Audience Name, and select the **Add User(s) to This Audience** button, as outlined in the Blue box on the image above. In the **WS_Add User(s)** work space that opens below, you will be introduced to the **User Search** interface. This interface is used in several location in the LMS to search for Users, so it is important that you know it well. To edit a User's **Profile** and add him/her to an Audience, click [here](#) and [here](#).

JOINT CHIEFS OF STAFF **JOINT TRAINING**

My Training Course Catalog Certificates Community Community Management **System Administration** Training Management Report Builder SGST VCLASS

WS_Edit Audience WS_Add User(s)

WS_Add User(s)*

Add User(s) -

Exercise Gallant Serpent
Please use the User Search tools below to build a list of users you wish to add to this audience. When your list is complete, click the "Add User(s) to Audience" button to add those users to the audience.

Users to be Added

Delete	Name	User Name	EDIPI	Role	Primary Organization	Status
No records found.						

Save

Users Search

First Name: Last Name: User Name:

EDIPI: Roles: Select Role... Status: All

Primary Organization: JS J1, J1 MILSEC-FO, J1 RA Select Organization Include Unassigned Users: ☐

Secondary Organization: Select Organization

Email: Account Type: Select Account Type...

Pay Grade: Select Pay Grade... Branch of Service: Select Branch of Service...

Search **Clear Fields**

You can enter as much or as little information in the **Users Search** fields as you want. Be careful not to include too much search criteria, as being too specific may limit your results. For example, if you type information into five of the search fields, and just one of the entries is mis-typed, you will not get any results, because the LMS is looking for all of the exact information you typed together in the records it is searching, not any of the information you entered. The Search fields available are described below:

- **First Name.** Enter a sequence of characters included in the User's first name
- **Last Name.** Enter a sequence of characters included in the User's last name
- **User Name.** Enter a sequence of characters included in the User's JKO User Name
- **EDIPI.** Enter a User's 10 digit EDIPI, a numeric string located on the back of the CAC. When a User creates a JKO account with a CAC, the EDIPI is automatically included in his JKO Profile.
- **Roles.** Select a User Role from the drop-down menu. Default setting searches all roles.
- **Status.** Select a User's Status (Active, Inactive, or All). Default setting is All.
- **Primary Organization.** Click the [Select Organization](#) link. A **Find an Organization** window opens. Expand and contract the organizational tree by clicking the black arrow to the left of a folder icon (which indicates the organization has sub-organizations). The Search Field box may be used to search for any part of an Organization name. Select an Organization by checking the box to the left of the name. An option to include all sub-organizations in the search, vice just the immediate organizational unit selected, will appear at the bottom of the window, but only when you scroll all the way down. Check the box if desired. Click the **Select Organization** button to complete the selection.

Note: Leaving the **Organization** selections in their default setting searches the Training Coordinator's entire Organization.

- **Secondary Organization.** The process to select a Secondary Organization mirrors the process discussed in the previous paragraph.
- **Include Unassigned Users.** Check the box to indicate whether Unassigned Users should be included in the search population. If you are searching for Users that are part of your Organization, you should uncheck this box.

Note: Including unassigned users but not narrowing the search with some field other than an Organization selection will cause all Unassigned Users to be included in the search results, which will generate millions of results. If you are searching for a User that is a member of an Organization in his/her JKO **Profile**, uncheck this box so as not to return large numbers of unneeded records.

- **Email.** Enter the User's email address
- **Account Type.** Select an Account Type from the drop-down menu.
- **Paygrade.** Select Pay Grade from the drop-down menu.
- **Branch of Service.** Select a Branch of Service from the drop-down menu.

Once you have entered your search criteria to search for Users to add to this Audience, select the **Search** button. To generate the **Search Results** in the image below, we selected J1 and its sub-Organizations for the **Primary Organization** selection, and unchecked the **Include Unassigned Users** checkbox (both highlighted in Yellow). The image above shows these selections. (User Names and EDIPIs have been removed from the image.)

WS_ Add User(s)*

Add User(s) -
Exercise Gallant Serpent
Please use the User Search tools below to build a list of users you wish to add to this audience. When your list is complete, click the "Add User(s) to Audience" button to add those users to the audience.

Delete	Name	User Name	EDIPI	Role	Primary Organization	Status
	ABREU, CHRISTOPHER			Student	JS J1	Active
	ADAMS, MICHAEL			Student	JS J1	Active
	ADAMS, NICOLE			Student	JS J1	Active

Save

Users search

First Name: Last Name: User Name:
 EDIPI: Roles: Select Role... Status: All
 Primary Organization: JS J1, J1 MILSEC-FO, J1 RA
 Secondary Organization:
 Email: Account Type: Select Account Type...
 Pay Grade: Select Pay Grade... Branch of Service: Select Branch of Service...

Search Results
Please select the users you wish to add and click the "Select Users" button. The users you've selected will populate in the "Users to be Added" table at the top of this screen. (Only Active Users will be displayed)

Number of records: 213 Results per page: 10

Add	Name	User Name	EDIPI	Role	Primary Organization	Status
	ABREU, CHRISTOPHER			Student	JS J1	Active
	ADAMS, MICHAEL			Student	JS J1	Active
	ADAMS, NICOLE			Student	JS J1	Active
	AGNISH, VIVEK			Student	J1 RA	Active
	ALISH, MONISH			Student	JS J1	Active
	ALI, HUMAIRA			Student	JS J1	Active
	ALI, SUHAIB			Student	JS J1	Active
	ALOUISE, CARRIE			Student	JS J1	Active
	ANDERSON, ERIC			Student	J1 RA	Active
	AQUINO, EMERLY			Student	JS J1	Active

(1 of 22) 1 2 3 4 5 6 7 8 9 10

To select a User, click on the green **Add** icon in the left column. Your selection will move to the top of the page in the **Users to be Added** section as shown in the image above. Continue to make selections from the **Search Results** until you have selected all the Users you want. Click the **Save** button in the **Users to be Added** section to complete the action. You have now created an Audience and added Users to it.

[Show/Hide Gadgets](#)

WS_ Edit Audience*

Audience Name:
 Description:
 Deactivation Date:
 Allowed to Join/Drop:

* Once you save, you will have the ability to add users to this audience in the space below.

Audience Members
Shown below are all users who are currently members of this audience. You may remove a user by selecting the checkbox for that user and clicking the 'Remove User(s)' button. To add additional users, please click the 'Add User(s)' button.

Number of current audience users: 3

Delete	Name	Username	Role	Primary Organization	Status
	ADAMS, NICOLE		Student	JS J1	Active
	ABREU, CHRISTOPHER		Student	JS J1	Active
	ADAMS, MICHAEL		Student	JS J1	Active

Delete Users from an Audience. To delete a User, select the **Delete** icon to the left of a User's Name. The User is removed from the Audience. Be advised – there is no confirmation message, so once you click the icon, the User is removed.

Search for and Edit an Audience

To edit an Audience, you must first locate it in the **Audience Maintenance Gadget**, as previously described [here](#). In the example below, we entered “**Exercise**” into the **Name** search field. Once you locate the Audience, click on its Name to open the *WS_Edit Audience* work space.

JOINT CHIEFS OF STAFF JOINT TRAINING X

My Training Course Catalog Certificates Community Community Management **System Administration** Training Management Report Builder SGST VCLASS

Show/Hide Gadgets

System Administration

Alert Management +

Audience Maintenance - x

Audiences Audience Groups

Shown below are all audiences to which you have access. Please click on the name of an audience to edit.

[Add Audience](#)

Number of Records: 5 [Clear Search](#) X

Name	Description
Exercise	
Austere Challenge 15 Exercise	Austere Challenge 15 Exercise
Exercise Gallant Serpent	Participant of this Exercise must take all courses assigned to this Audience prior to 31 DEC
Exercise LION FOCUS 14 - Optional	Exercise LION FOCUS 14 - Optional JKO Courses
JTR Exercise Planners (Sustainment) Certification	JTR Exercise Planners (Sustainment) Certification
Moran Exercise LION FOCUS 14 - Mandatory	Exercise LION FOCUS 14 - Mandatory JKO Courses EDITED

(1 of 1)

In the *WS_Edit Audience* work space, you may edit any of the Audience details at the top of the page, or [Add](#) and [Delete](#) Users from the Audience. In the example below, we deleted one User from the Audience, locked it, and added a **Join/Drop Lock Message**. Click the **Save** button when you have finished editing the Audience.

WS_Edit Audience X

Audience Name:

Description:

Deactivation Date: [m](#)

mm/dd/yyyy

Allowed to Join/Drop: ☒ **Locked**

*Join/Drop Lock Message:

To gain access to this Audience, please contact Jacques Renault, the JS Training Coordinator for instructions.

* Once you save, you will have the ability to add users to this audience in the space below.

[Save](#) [Cancel](#)

Audience Members


Shown below are all users who are currently members of this audience. You may remove a user by selecting the checkbox for that user and clicking the 'Remove User(s)' button. To add additional users, please click the 'Add User(s)' button.

[Add User\(s\) to This Audience](#)

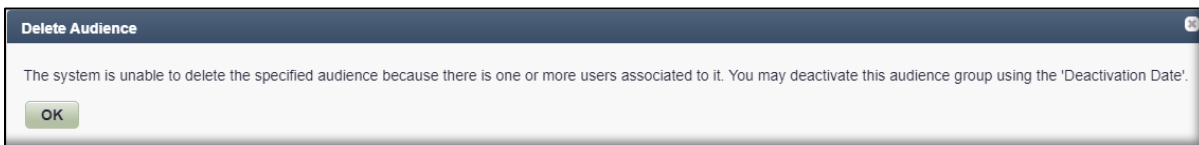
Number of current audience users: 2


Delete	Name	Username	Role	Primary Organization	Status
<input checked="" type="checkbox"/>	ABREU, CHRISTOPHER	1531491200357	Student	JS J1	Active
<input checked="" type="checkbox"/>	ADAMS, MICHAEL	1561759098001	Student	JS J1	Active

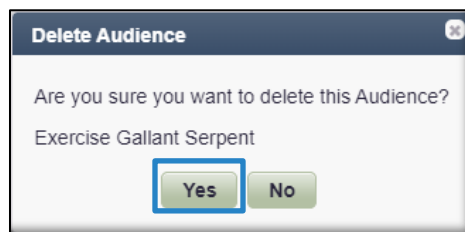
Delete an Audience

If you no longer have use for an Audience, you should delete it from the list of Audiences in the **Audience Maintenance Gadget**. You must first maximize the Gadget by clicking the *Maximize* icon  in the upper right corner of the Gadget. The delete function is only available in the maximized display of the Gadget.

Note: Prior to deleting an Audience, all Users must be removed, and there must be no Courses or Curricula assigned to it. If either of these two pertain to the Audience you want to delete, you will receive this Warning Message:



Locate the Audience you want to delete. Select the **Delete** icon  to the left of the Audience Name. In the confirmation popup window that displays, select the **Yes** button to permanently delete the Audience. Once deleted, the Audience will no longer appear in the list of Audiences in the **Audience Maintenance Gadget**, or be displayed in the **Audience Association** section of the **Profile**.



Audience Groups

An Audience Group is simply a group of Audiences under one group umbrella. Audience Groups are rarely used, and we don't see you needing to create one for your training program. To search for, create, and manage Audience Groups in the **Audience Maintenance Gadget**, select the **Audience Group Tab**.




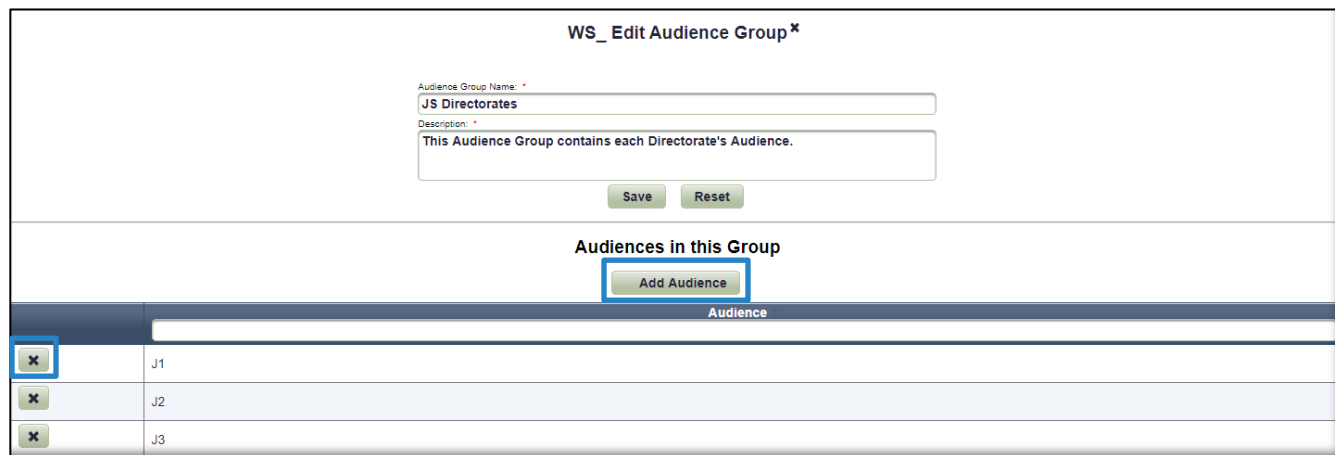
You can locate an Audience Group using any of the search functions available: Click the Sort arrows next to the **Name** and **Description** column headers; enter search words in either the **Name** or **Description** search fields; or use the pagination buttons at the bottom of the list.


To create an Audience Group, select the **Add Audience Group** button. In the *WS_Add Audience Group* work space that opens, enter an **Audience Group Name**, **Description**, and then select the **Save** button.

You now have the ability to add Audiences to the Group. Select the **Add Audience** button to display a list of Audiences to add to your Group.


In the **Add Audiences to a Group** window, use the Sort arrows, Search field, or pagination buttons at the bottom of the list to find Audiences to add to the Group. Click on the **Add** icon **+** next to the Audience Name to add the list at the top of the page. Once all of your Audience selections are made, click on the **Save Audience** button. To remove an Audience you selected, click on the **Remove** icon **x** to remove it from the list.

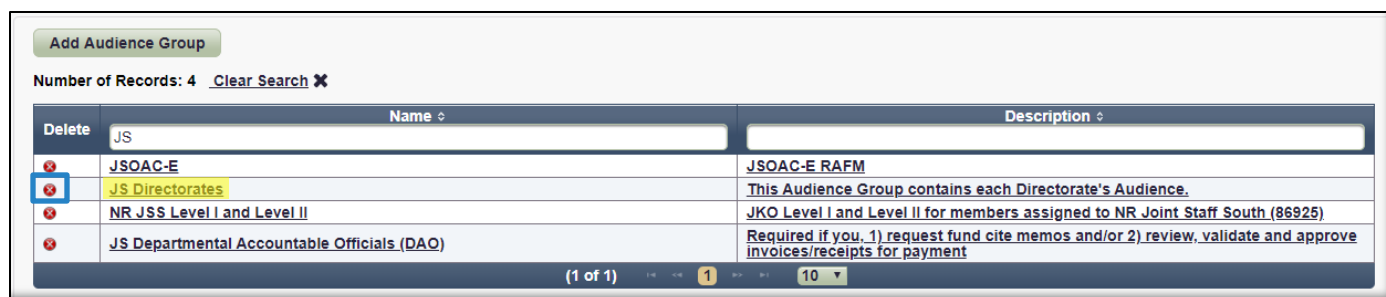
You have now created an Audience Group and added Audiences to it. To edit the Audience Group, simply locate it in the list of Audience Groups and click on its Name. In the *WS_Edit Audience Group* work space that opens, make any changes to the **Audience Group Name** or **Description**, and add additional Audiences or remove Audiences using the **Add Audience** button or the **Remove** icon , respectively.







To delete an Audience Group, you must first maximize the Gadget by clicking the *Maximize* icon  in the upper right corner of the **Audience Maintenance Gadget**. The delete function is only available in the maximized display of the Gadget.

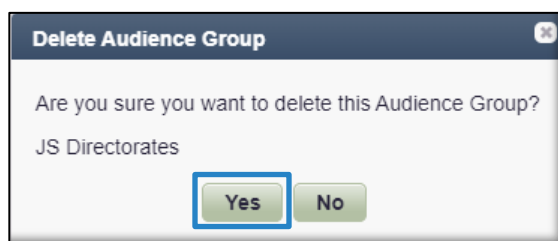
Note: You can only delete Audience Groups once all of the Audiences contained within it have been deleted from the Audience Group.

Locate the Audience Group using any of the search tools available. Now select the **Delete** icon  next to the Audience Group you want to delete.




Delete	Name	Description
	JSOAC-E	JSOAC-E RAFFM
	JS Directorates	This Audience Group contains each Directorate's Audience.
	NR JSS Level I and Level II	JKO Level I and Level II for members assigned to NR Joint Staff South (86925)
	JS Departmental Accountable Officials (DAO)	Required if you: 1) request fund cite memos and/or 2) review, validate and approve invoices/receipts for payment

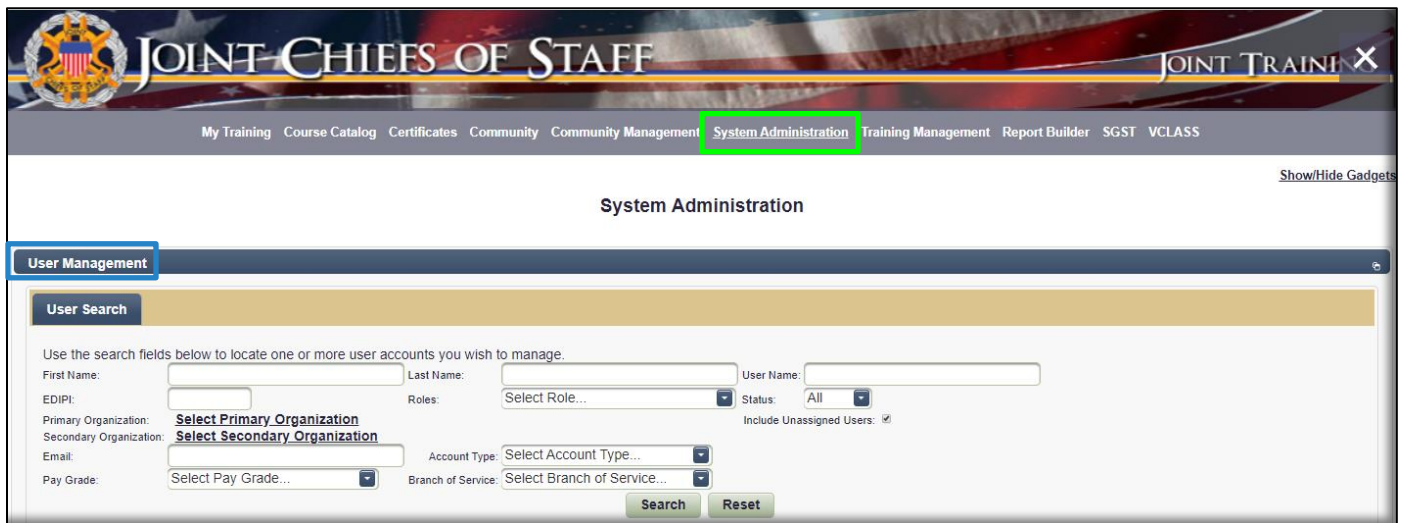
Select the **Yes** button in the confirmation popup window to permanently delete the Audience Group. Once deleted, the Audience Group will no longer appear in the list of Audience Groups in the **Audience Maintenance Gadget**.



User Management Gadget

The **User Management Gadget** gives you the ability to search for and manage User accounts. As indicated earlier, your search permissions are scoped to your Primary Organization. Therefore, you will not be able to locate a User who is not in your Organization. You will, however, be able to locate all Unassigned Users, which number in the millions. The default display of this Gadget is the minimized mode, where there are limited search features. We recommend you always maximize this Gadget using the *Maximize* icon  in the upper right corner of the Gadget. All of the functions of the **User Management Gadget** that follow will be from the maximized view of the Gadget.

Search for a User



We introduced you to the **User Search** interface previously in this Guide when we showed you how to add Users to an Audience [here](#). This is the same interface. We will not go over every field here, but want to reinforce some key points:

- Be careful not to include too much search criteria, as being too specific may limit your results.
- If you are searching for Users that are part of your Organization, you should uncheck the **Include Unassigned Users** check box. Including unassigned users but not narrowing the search with some field other than an Organization selection will cause all Unassigned Users to be included in the search results, which may generate millions of results. If you are searching for a User that is a member of an Organization in his/her JKO **Profile**, uncheck this box so as not to return large numbers of unneeded records. An example of this is described in the **Note** below.
- Leaving the **Organization** selections in their default setting searches the Training Coordinator's entire Organization. Unless you are searching for a User that you **KNOW** is in a certain Organization, you don't need to choose an Organization when you conduct a search.

In the example image below, we conducted a search for Users with the Last Name of Smith who belong somewhere in the Joint Staff Organization. Therefore, we entered SMITH (search field is not case sensitive) into the **Last Name** search field, and unchecked the **Include Unassigned Users** check box.

Note: Had we kept the **Include Unassigned Users** check box checked, there would have been over 32,000 results returned. Since we are looking for Users we know are somewhere in the Joint Staff Organization, we unchecked that box and three results were returned.

User Management

User Search

Use the search fields below to locate one or more user accounts you wish to manage.

First Name: Last Name: User Name:

EDIPI: Roles: Status:

Primary Organization: Include Unassigned Users: ☐

Secondary Organization:

Email: Account Type:

Pay Grade: Branch of Service:

Search Results

To reset a user's password or mandate a change upon next login, please click the 'Manage Settings' button beside that user's account.

Search Results can also be exported to an .xls format (Microsoft Excel). Please note that there is a 40,000 record limit on this export.

Results Found: 3 Results per page: 10

Settings	Name	User Name	EDIPI	Primary Organization	Role	Status
<input type="checkbox"/> <input type="button" value="Login As User"/> <input type="button" value="View Desktop"/>	SMITH, KENDRA	1466		J2 Intelligence Operations Plans and Policy	Student	Active
<input type="checkbox"/> <input type="button" value="Login As User"/> <input type="button" value="View Desktop"/>	SMITH, JEVON	68		JS J7	Student	Active
<input type="checkbox"/> <input type="button" value="Login As User"/> <input type="button" value="View Desktop"/>	SMITH, ANGELA	ANGELA		JS J7	Training Coordinator	Active

The **Search Results** section includes all the results matching your search criteria. The results section displays the User's **Name**, **User Name**, **EDIPI**, **Primary Organization**, **Role**, and **Status**.

From here, you can Export results, view, edit, and manage Users through the various functions, including:

- **View or edit a User's Profile**
- **Login as a User**
- **View a User's Desktop, which includes the User's current course enrollments and completions**
- **Manage User Settings**

View or Edit a User's Profile

To view a User's Profile, click on the User's **Name**, highlighted in Yellow below.

Settings	Name	User Name	EDIPI	Primary Organization	Role	Status
<input type="checkbox"/> <input type="button" value="Login As User"/> <input type="button" value="View Desktop"/>	SMITH, KENDRA	1466		J2 Intelligence Operations Plans and Policy	Student	Active

This will open the *WS_Edit Account* work space. This work space is the User's **Profile**. From here, there are certain fields you can modify. Others are read-only where only System or Technical Administrators have permissions to change.

To make any changes to the **Profile**, simply enter the new information into any of the available text fields or drop-down menus. If you are going to unassign the User from her current Organization, you can click on the **X** to the left of the currently selected Organization. If you want to move the User to a different Organization, click on **the Select Primary Organization** link to open the **Find an Organization** window. Select a new Organization by clicking on it to highlight it, and then select the **Select Organization** button to close the window. The selected Organization will then display in the Organizations section of the User's **Profile**. Once all Profile changes are made, select the **Save** button at the bottom of the *WS_Edit Account* work space.

WS_Edit Account*

* Required field

Personal Data

First Name: * KENDRA Middle Name: Last Name: * SMITH User Name: * 1466

EDIPI: 1234567890 PIV Common Name: Role: * Student Country of Citizenship: UNITED STATES

Career Information

Account Type: * Government Service Civilian Pay Grade: * 1 Branch of Service: * Other Duty Station: RRA

Organizations

Primary Organization: X JKO -> JS -> JS J2 -> J2-IO-J2 Intelligence Operations Plans and Policy [Select Primary Organization](#)

Secondary Organization: None Assigned [Add Secondary Organization](#)

Audience Association

Associations: [Add Audience\(s\)](#)

No records found.

Contact Information

Business Email: * noemail@jten.mil

[Save](#) [Reset](#) [Test Email](#)

Find an Organization

[Search](#) [Clear Search](#)

* - Indicates Inactive Organization

- (DCMA) - Defense Contract Manage
- (DeCA) - Defense Commissary Agency
- (DHRA) - Defense Human Resources A
- (DHS) - Department of Homeland Se
- (DISA) - Defense Information Syste
- (DMA) - DMA
- (DMDC) - Defense Manpower Data Cen
- (OD OIG) - Department of Defense, Of
- (ODDEA) - DoD Education Activity
- (DSCA) - Defense Security Cooperat
- (DTRA JD) - Joint Improvised-Threat D
- (INDOPACOM) - US Indo-Pacific Command
- (JFHQ DODIN) - JFHQ DODIN
- (JPRA) - Joint Personnel Recovery
- (JS) - Joint Staff
- (JS J1) - JS J1
- (JS J2) - JS J2
- (JS J3) - JS J3
- (JS J4) - JS J4
- (JS J5) - JS J5
- (JS J6) - JS J6
- (JS J7) - JS J7
- (JS J8) - JS J8

[Select Organization](#) [Cancel](#)

IMPORTANT NOTE: If JKO created a User's account because the User did not have a CAC to create their own account, the EDIPI field in the User's Profile will be blank. If the User then gets a CAC and logs into JKO with that CAC, the LMS will recognize that CAC for the first time and create a new account for that User. Now the User has two accounts with training in records in the old one, and not in the new one. If this occurs, the User will have to contact the JKO Help Desk to merge the two accounts into one.

Login as User

As the function implies, clicking the **Login as User** button will actually log you in to the User's account and see what the User sees. Click on the **Login as User** button.

Settings	Name ▾	User Name ▾	EDIPI ▾	Primary Organization ▾	Role ▾	Status ▾
X	SMITH KENDRA	1466		J2 Intelligence Operations Plans and Policy	Student	Active
	Login As User View Desktop					

You will land on the User's **My Training Tab**. You will essentially *be* that User when you use this functionality, as indicated by the *Welcome* text highlighted at the top left of the image below. You will have all the functionality that the User's role allows. For example, you can go into the User's **Profile** and make changes, go to the **Course Catalog Tab** and enroll the User in a course, launch a course from the User's **My Training Tab**, withdraw a User from a course, and any additional functionality available to that User.

Welcome, KENDRA SMITH [Return To Your Desktop](#) | J2 Intelligence Operations Plans and Policy Version 9.5 PA-9 [Profile](#) [Help](#) [Logout](#)

JOINT CHIEFS OF STAFF

JOINT TRAINING

[My Training](#) [Course Catalog](#) [Certificates](#) [Community](#) [SGST](#) [VCLASS](#)

[Refresh](#)

My Training

Alerts

Joint Staff Required Training 05/03/2020 - 09/30/2020

Your annual JS required training will be assigned next week. You have until 31 DEC to complete the training. If you have any questions on this training, please contact your Directorate Training Coordinator. Remember, you must belong to a Joint Staff Organization in your Profile to receive the training. [view](#)

* Denotes a System Alert

Training Information

Welcome to the Joint Staff training site. Please see important tips below.

- Ensure your Profile is always up to date with the correct contact information. You must have access to the email address in your Profile if you want to reset your Password.
- SEJPM-US001 is now a Curriculum. You can find it in the Course Catalog under the Curriculum Tab.

Elective Training

Sort by: [Expiry Date](#) | [Name](#)

Launch	ARNJ7-US048	Status: Enrolled
Withdraw	Crime Prevention (1 hr)	Status Date: 05/15/2020
		Enrollment Expiry Date: 07/14/2020

[Student Tools](#)

To return to your account, select the **Return to Your Desktop** link at the top of the page; highlighted in Yellow. Do not just close the window or click the Back button on your browser.

When the LMS returns to your account, you will land on the My Training Tab. If you want to return to where you left off, you will have to go to the **System Administration Tab, User Management Gadget**.

View Desktop

The **View Desktop** function allows you to view the User's Assigned Training, Elective Training, and completed training. It is a helpful at-a-glance view of the User's current course enrollment status. Click on the **View Desktop** button to open the new work space.

Settings	Name	User Name	EDIPI	Primary Organization	Role	Status
X	SMITH, KENDRA	1466		J2 Intelligence Operations Plans and Policy	Student	Active
	Login As User View Desktop					

Assigned Training. Courses listed here are courses that are assigned to an Audience or Organization to which the User belongs. Since there are no courses displayed in the image below, the User's Organization has not assigned any courses, or the User has already completed the Assigned courses. (This User is not a member of an Audience).

Elective Training. Courses listed in this section are courses the User manually enrolled in through the **Course Catalog**. For reference, you can see the same course listed here as you saw in the User's **My Training Tab** when you logged in as the User in the previous section. Only Enrolled courses are listed here.

Training History. Courses listed in this section are courses the User has passed. The view displays to the **Passed Tab**. If you select the **All Tab**, you will see additional courses that the User was enrolled in, but did not complete. Those courses will display with a Status of **Dropped**.

WS_ SMITH, KENDRA *

KENDRA SMITH Assigned Training

Sort by: [Due Date](#) | [Name](#) | [Source](#)

KENDRA SMITH Elective Training

Sort by: [Expiry Date](#) | [Name](#)

ARNJ7-US048

[Crime Prevention \(1 hr\)](#)

Status: Enrolled

Status Date: 05/15/2020

Enrollment Expiry Date: 07/14/2020

KENDRA SMITH Training History

Shown below are all learning/training activities in which you have been enrolled in the past.

☒ Show Individual Courses
 ☐ Show Curricula

Passed

All

[Clear Search](#) ✕

Results per Page: 10

Prefix - Course Number	Title	Primary Instructor	Mode	Completed Date	Certificate
JS-US007	Level I Antiterrorism Awareness Training (2 hrs) - Test 9-4-4 upload new version (gwy)		Web Enabled	06/24/2019	
JS-US007	Level I Antiterrorism Awareness Training (2 hrs) - Test 9-4-4 upload new version (gwy)		Web Enabled	07/09/2018	
JS-US007	Level I Antiterrorism Awareness Training (2 hrs) - Test 9-4-4 upload new version (gwy)		Web Enabled	07/12/2016	

To view a Transcript with details of all the User's completed training, select the **Transcript** icon on the right side of the page. Use your browser tools to download, Save, or Print the Transcript.

ONLINE TRAINING TRANSCRIPT

Generated: 05/15/2020 11:37

Student Name: Kendra Smith

Organization: J2-IO - J2 Intelligence Operations Plans and Policy


Course #	Course Name:	Status	Status Date
JS-US007	Level I Antiterrorism Awareness Training (2 hrs) - Test 9-4-4 upload new version (gwy)	Passed	06/24/2019
JS-US007	Level I Antiterrorism Awareness Training (2 hrs) - Test 9-4-4 upload new version (gwy)	Passed	07/09/2018
JS-US007	Level I Antiterrorism Awareness Training (2 hrs) - Test 9-4-4 upload new version (gwy)	Passed	07/12/2016

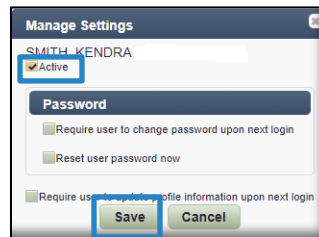
Course #	Course Name:	Status	Status Date
----------	--------------	--------	-------------

Manage User Settings


You have the ability to Deactivate and Activate User accounts, as well as assist Users in resetting their Password using this functionality.

Settings	Name	User Name	EDIPI	Primary Organization	Role	Status
<input type="checkbox"/> <input type="button" value="Login As User"/> <input type="button" value="View Desktop"/>	SMITH, KENDRA	1466		J2 Intelligence Operations Plans and Policy	Student	Active

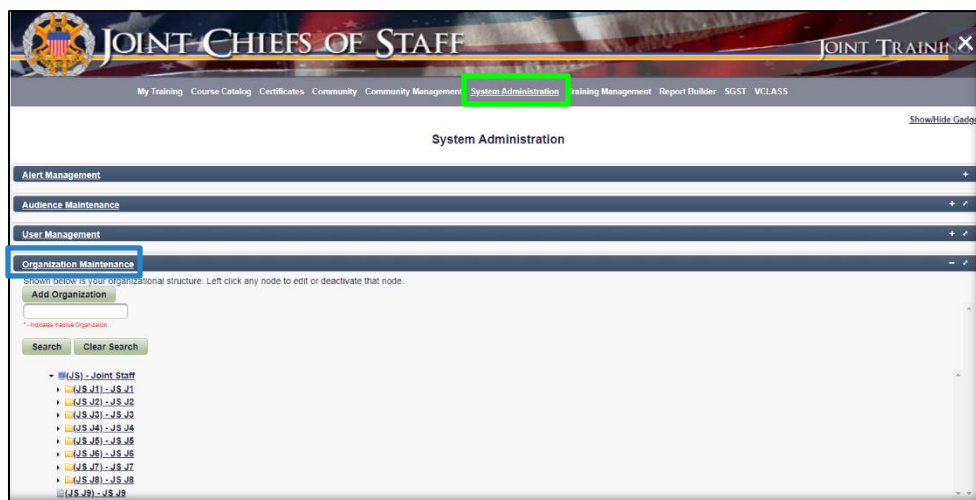
Click on the **Manage User Settings** icon  in the far left column to open the **Manage Settings** window. From here, uncheck the **Active** check box to deactivate a User's account. While not common for a Training Coordinator, you do have the ability to: force the User to change his/her Password upon the next login; help with resetting the User's Password immediately by generating a Token now; or requiring the User to update his/her Profile upon their next login. Make any changes and select the **Save** button. Again, these are not common tasks you will perform. The most common use you will have here is to reactivate a User's account should they deactivate it by three failed login attempts with their User Name and Password.



Organization Maintenance Gadget

We discussed that Organizations and Audiences are the primary means to deliver training to groups of Users. By being a member of either, training may be assigned through the **Course Associations Gadget** in the **Training Management Tab**, and tracked and reported using any of several reports in the **Report Builder Tab**. Similar to the **Audience Maintenance Gadget**, the **Organization Maintenance Gadget** provides you the interface to create and edit Organizations, and add Users to those Organizations. It is also where you create **Training Information**, which was discussed previously [here](#). Click on the **Expand** icon  to open the Gadget.

In your view of the **Organization Maintenance Gadget**, you will only see your Organization and any of your sub-Organizations. Based on your permissions, you do not see any of the hundreds of other Organizations. To see an expanded view of your Organization, click the black triangle next its Name. You can also locate an Organization using the Search Field or the black arrows next to Organization Names to expand and contract the view.



Create an Organization. To create an Organization, click the **Add Organization** button to expand the work space and display the details input fields on the right side of the page.

System Administration

Organization Maintenance

Shown below is your organizational structure. Left click any node to edit or deactivate that node.

Add Organization

* - Indicates Inactive Organization.

Search Clear Search

- (JS) - Joint Staff
 - (JS J1) - JS J1
 - (J1-M) - J1 MIL SEC-FO
 - (J1-RA) - J1 RA
 - (JS J2) - JS J2
 - (J2-IO) - J2 Intelligence Operations Plans and Policy
 - (J2-WS) - J2 Warfighter Support and Integration
 - (JS J3) - JS J3
 - (JS J4) - JS J4
 - (JS J5) - JS J5
 - (JS J6) - JS J6
 - (JS J7) - JS J7
 - (JS J8) - JS J8

Details

Please enter/edit organizational information below. If you are adding a new organization, it will be added as the last child of the parent organization you select below.

Organization: () , Mode: Add

* Indicates required fields

* Code: JS J9

* Name: JS J9

Application Title: JS J9

Parent Organization: JS Select Organization

Description:

Contact Email:

Fail Threshold:

Drop Threshold:

Allowed to Join/Drop: Unlocked

Allow Profile Changes: Unlocked

Active: ☒

Create Cancel

Fill out the required fields as indicated by the asterisk in the work space:

- **Code.** Code is the text in between the parenthesis that appears next to the left of the Organization Name in the list of Organizations. Code can be anything, but is usually determined by each Command, or Organization's own naming conventions.
- **Name.** Enter the Name of your Organization.
- **Application Title.** Application Title is the text that appears in your browser's window Tab when you open a website. When the Joint Staff Organization was created, we entered "Joint Staff" into the Application Title field. "Joint Staff" now appears as the title of this window when we are a member of the Joint Staff Organization. Optional.
- **Parent Organization.** The default selection of Parent Organization is the Organization you belong to. You can only create Organizations subordinate to your own Organization. For example, if you need to create the J1 Organization, JS would be the parent, so you do not need to change the default Parent Organization selection; J1 is subordinate to JS. However, if you are creating Organizations that go several levels deep, you will need to pick a different Parent Organization. For example, if you need to create J1-MILSEC, it would be subordinate to J1. Therefore, you would select J1 as the Parent Organization.
- **Description.** Optional.
- **Contact Email.** Optional.
- **Fail Threshold.** Not used.
- **Drop Threshold.** Not used.
- **Allowed to Join/Drop.** You may restrict entry into an Organization by locking it. In most cases, Organizations remain unlocked. If you choose to lock the Organization, an additional field opens that requires you to enter a **Join/Drop Lock Message** which will display to Users who attempt to join this Organization in their **Profile**. The message you create should include clear instructions to the User on steps to join the Organization. If approved, a privileged User must then manually add Users to the

Organization, as described below in the section, and [here](#) and [here](#). This could take significant manual effort if there are many potential members of this Organization.

- **Allow Profile Changes.** By locking the Profile, Users will not be able to make changes to their Profile when they are a member of this Organization. If you choose to lock the **Profile**, an additional field opens that requires you to enter a **Profile Lock Message** which will display to Users who attempt to edit their **Profile**. The message you create should include clear instructions to the User on steps to take in order to change their **Profile**. Again, any time you limit access, it will require additional work on your part to ensure Users get where they need to be.
- **Active.** Check this box to activate this Organization once it is created. Being Active means it is displayed and available to join in the **Organizations** section of the **Profile**.

Once you have created the details of the Organization, select the **Create** button, and then **Continue** in the confirmation popup window. If there are any errors, an Error Message will display, and you will not be able to create the Organization until you correct them. You will now see the new Organization on the left side of the **Organization Maintenance Gadget** in the Organization tree, as displayed in the image below.

Note: The folder icons in the image below indicate that the Organization contains sub-Organization(s). Click the black arrow to expand and see the sub-Organization(s).

System Administration

Organization Maintenance

Shown below is your organizational structure. Left click any node to edit or deactivate that node.

Add Organization

Search Clear Search

*(JS) - Joint Staff

- *(JS J1) - JS J1
- *(JS J2) - JS J2
- *(JS J3) - JS J3
- *(JS J4) - JS J4
- *(JS J5) - JS J5
- *(JS J6) - JS J6
- *(JS J7) - JS J7
- *(JS J8) - JS J8
- *(JS J9) - JS J9

Details Training Information

Please enter/edit organizational information below. If you are adding a new organization, it will be added as the last child of the parent organization you select below.

Organization: (JS J9) JS J9 , Mode: Edit

* Indicates required fields

* Code: JS J9

* Name: JS J9

Application Title: JS J9

Parent Organization: JS Select Organization

Description:

Contact Email:

Fail Threshold:

Drop Threshold:

Allowed to Join/Drop: Unlocked

Allow Profile Changes: Unlocked

Active: ☒

Save Cancel Show Users

Add Users to an Organization


There is more than one way, in more than one location in the LMS, to add Users to an Organization. To add Users through the **Organization Maintenance Gadget**, click on the Organization Name in the Organization tree on the left side of the page, and then select the **Show Users** button, as outlined in the Blue box on the image above. The window will expand and you will see any Users currently in the Organization (none currently, since you just created it), and the option to add Users. Click the **Add User** button.

Add User

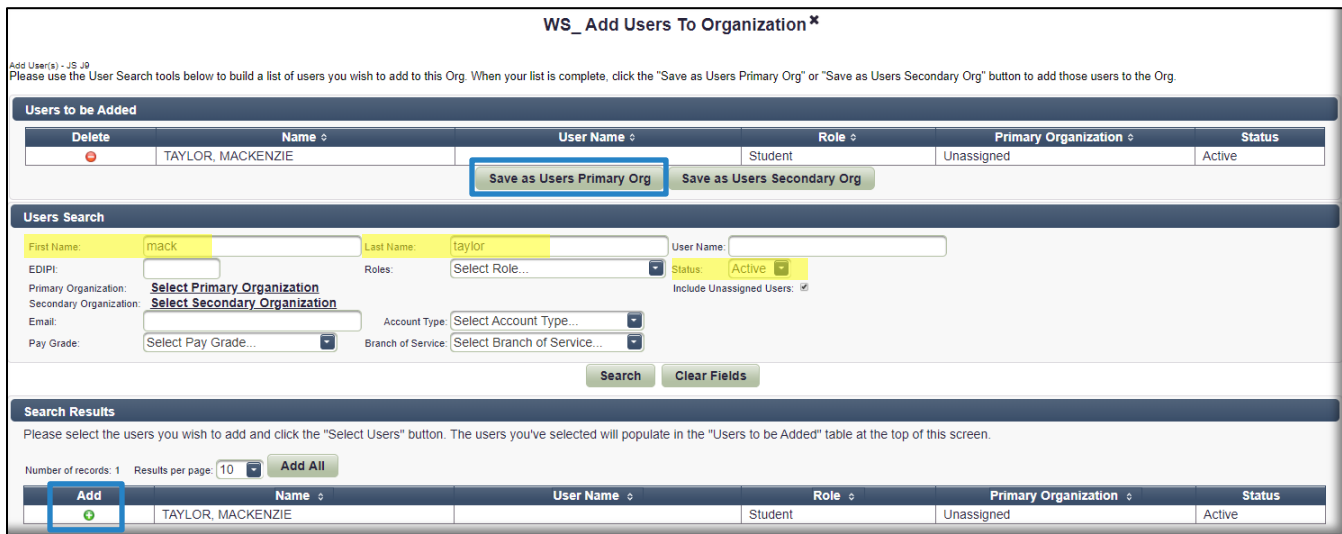
Number of Records: 0

Name	Organization Type
No records found.	

In the *WS_Add Users To Organization* work space that opens, use the **Users Search** area to enter criteria to locate and select User(s). You should be getting familiar with how to search for a User at this point, as we have discussed it twice previously, [here](#) and [here](#).


Enter your search criteria and select the **Search** button. In the **Search Results** that display, choose the User you want to add to the Organization by clicking on the green **Add** icon.  The User you selected will move to the top of the page. If required, you can continue searching for additional Users in this open work space and selecting them until you are done.

You have the option to save as the User's Primary or Secondary Organization. Most Users only have, and need, a Primary Organization. Select the **Save as Users Primary Org** button.



WS_Add Users To Organization*


Add User(s) - JS JO
Please use the User Search tools below to build a list of users you wish to add to this Org. When your list is complete, click the "Save as Users Primary Org" or "Save as Users Secondary Org" button to add those users to the Org.

Delete	Name	User Name	Role	Primary Organization	Status
	TAYLOR, MACKENZIE		Student	Unassigned	Active

Save as Users Primary Org **Save as Users Secondary Org**

Users Search

First Name: Last Name: User Name:

EDIPI: Roles: Status: 

Primary Organization: Secondary Organization:

Email: Account Type: Include Unassigned Users: ☒


Pay Grade: Branch of Service:

Search **Clear Fields**

Search Results

Please select the users you wish to add and click the "Select Users" button. The users you've selected will populate in the "Users to be Added" table at the top of this screen.

Number of records: 1 Results per page: 10 **Add All**

Add	Name	User Name	Role	Primary Organization	Status
	TAYLOR, MACKENZIE		Student	Unassigned	Active

To edit a User's **Profile** and add him/her to an Organization, click [here](#) and [here](#).

Training Information

As previously discussed [here](#), **Training Information** appears in the **Training Information Gadget** on the **My Training Tab**, and is specifically directed to Users in your Organization only. LMS Users outside of your Organization will not see this information. Users will only see the **Training Information Gadget** if they belong to your Organization in their **Profile**. If you do not create any **Training Information** for your Organization, the Gadget will not appear.

To create **Training Information**, click on the Organization Name in the Organization tree on the left side of the page, and then select the **Training Information Tab**, as outlined in the blue box in the image below.

System Administration

Organization Maintenance

Shown below is your organizational structure. Left click any node to edit or deactivate that node.

Add Organization

Search **Clear Search**

- (JS) - Joint Staff
 - (JS J1) - JS J1
 - (JS J2) - JS J2
 - (JS J3) - JS J3
 - (JS J4) - JS J4
 - (JS J5) - JS J5
 - (JS J6) - JS J6
 - (JS J7) - JS J7
 - (JS J8) - JS J8
 - (JS J9) - JS J9**

Details **Training Information**

Please enter/edit organizational information below. If you are adding a new organization, it will be added as the last child of the parent organization you select below.

Organization: (JS J9) JS J9 , Mode: Edit

* Indicates required fields

* Code: JS J9

* Name: JS J9

Application Title: JS J9

Parent Organization: JS **Select Organization**

Description:

Contact Email:

Fail Threshold:

Drop Threshold:

Allowed to Join/Drop: Unlocked

Allow Profile Changes: Unlocked

Active: ☒

Save **Cancel** **Show Users**

In the work space that opens, begin typing into the text box. Check the **Active** check box to activate this **Training Information**. You can keep it inactive until you are ready to activate it. When complete, select the **Save** button.

System Administration

Organization Maintenance

Shown below is your organizational structure. Left click any node to edit or deactivate that node.

Add Organization

Search **Clear Search**

- (JS) - Joint Staff
 - (JS J1) - JS J1
 - (JS J2) - JS J2
 - (JS J3) - JS J3
 - (JS J4) - JS J4
 - (JS J5) - JS J5
 - (JS J6) - JS J6
 - (JS J7) - JS J7
 - (JS J8) - JS J8
 - (JS J9) - JS J9**

Details **Training Information**

Manage My Training Text - JS J9 JS J9

☒ **Active**

Attention all J9 Members:

The suspense for JS required training is 18SEP. Your training appears in the Assigned Training Gadget below. Click on the Enroll button and then Launch the course(s).

If you have questions, contact me at DSN 688 555 5555.

Save **Cancel**

Note: If your Parent Organization also has **Training Information**, the Parent trumps the sub-Organization. For Example, the top-level Joint Staff Organization has **Training Information**, so Users in Joint Staff – J9 will not see the **Training Information** we just created. We would have to inactivate the Parent Organization’s **Training Information** for the sub-Organization’s to show.

The **Training Information** you entered will now appear in the **Training Information Gadget** on the **My Training Tab** to all members of the J9 Organization.

Welcome, MACKENZIE TAYLOR Return To Your Desktop | JS J9 Version 9.5 Profile Help Logout

JOINT CHIEFS OF STAFF **JOINT TRAINING**

[My Training](#) [Course Catalog](#) [Certificates](#) [Community](#) [SGST](#) [VCLASS](#)

[Refresh](#)

My Training

Training Information

Attention all J9 Members:

The suspense for JS required training is 18 SEP. Your assigned training appears in the Assigned Training Gadget below. Click on the Enroll button and then the Launch button to begin the course(s).

If you have questions, contact me at DSN 686-555-5555.

Elective Training

Search Sort by: **Expiry Date** | Name

Resume	JS-US007	Status: Enrolled
Withdraw	Level I Antiterrorism Awareness Training (2 hrs) - Test 9-4-4 upload new version (gwy)	Status Date: 08/22/2019
		Enrollment Expiry Date: 08/21/2020

[Student Tools](#)


Edit an Organization

To edit the details of an Organization, an Organization's parent, add User's to an Organization, or edit an Organization's Training Information, locate it in the list of Organizations in the **Organization Maintenance Gadget**. Click on the Organization's name to open the work space on the right side of the screen. Make any changes you want and then select the **Save** button.

You have now created, added Users, added Training Information, and edited an Organization.

LMS Data Maintenance Gadget

The **LMS Data Maintenance Gadget** currently contains one option: [Import Organizations](#). This option allows privileged Users the ability to create large and complex Organizations with many sub-Organizations by uploading a specially formatted .csv file directly into the LMS. We recommend you contact JKO before ever using this option.

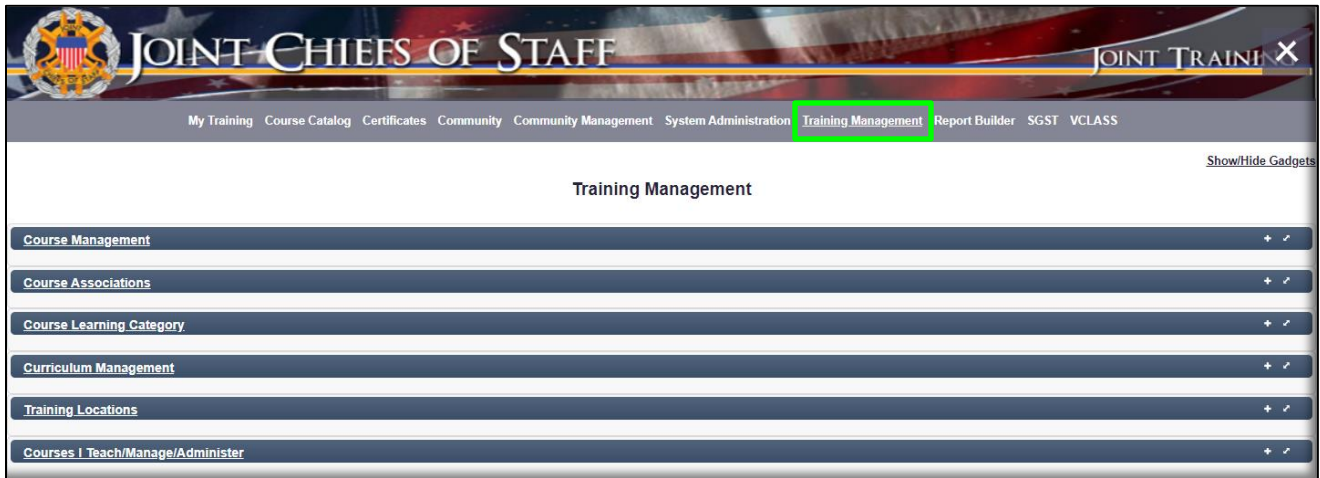
To prevent accidental use of this Gadget, we recommend keeping it hidden from view in your **System Administration Tab**. If it currently displays, select the *Remove* icon  on the far right side of the Gadget.

Training Management Tab

The Training Management Tab consists of six Gadgets. This Tab focuses on all functions relating to creating and managing courses, curricula, assignments, and User course records. The six Gadgets are:

- **Course Management**
- **Course Associations**
- **Course Learning Category**
- **Curriculum Management**

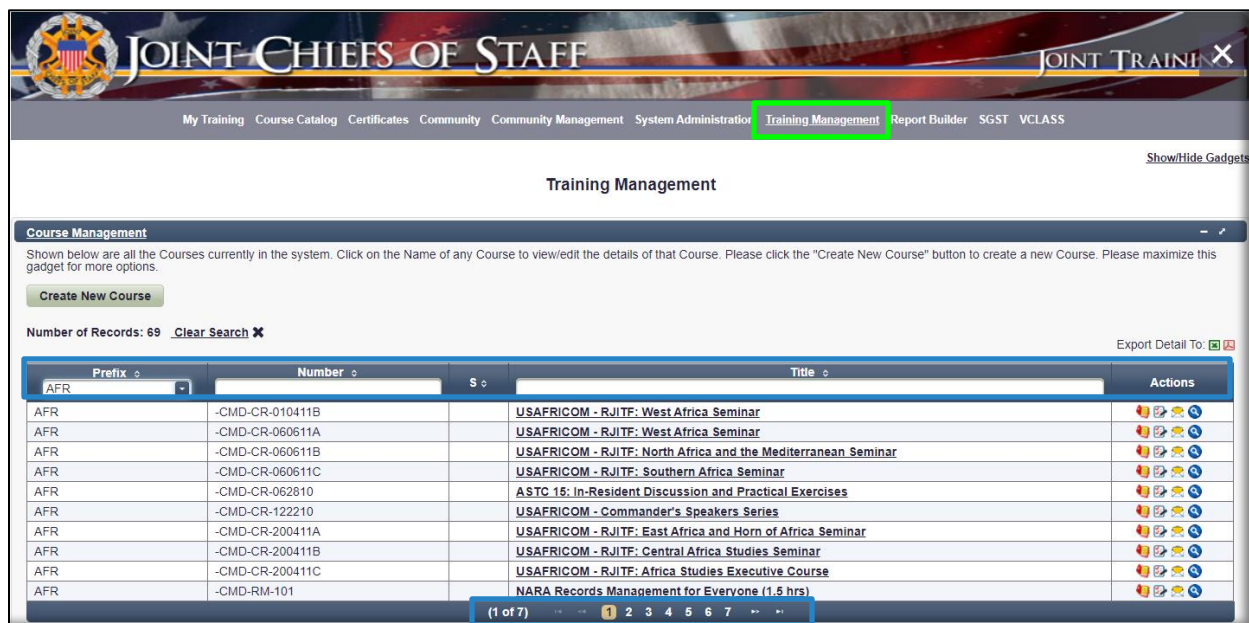
- Training Locations
- Courses I Teach/Manage/Administer



Course Management Gadget

The **Course Management Gadget** provides the ability to create courses in the LMS and to manage all aspects of those courses. The course list in this Gadget is an enterprise view, vice just those courses associated or scoped to a particular Organization. Also, the course list is comprehensive of all courses for which completion records are retained in the LMS. In other words, you will see courses in this Gadget that are not displayed in the Course Catalog. Don't assume that a student can see a course in the Course Catalog simply because you see the course listed in the **Course Management Gadget**. For a course to be visible to students in the Course Catalog, it must have an active version that has at least one active section in which students may enroll. More on that later.

Your primary tasks in this Gadget will be to locate a particular User in a particular course, and view or edit that User's record. We will discuss actions you can take in detail later in this section.








The default view of this Gadget displays courses in alphabetical order by **Course Prefix**, and then by **Course Number**. So, in the view above, AFR (AFRICOM) courses are listed first, and then sorted by Course Number.

Use any of the search or sorting tools available to locate a course:


- **Prefix drop-down menu.** Choose a Prefix in the list to only display courses with that Prefix.
- **Number and Title search fields.** Enter a partial or complete Course Number, or word in a Title, to display courses matching that criteria. To clear your search entries, select the **Clear Search** link.
- **Sort arrows next to the Prefix, Number, and Title column headers.** Use any of the sort arrows to display that column from A-Z, or Z-A if you click the sort arrow again.
- **Pagination buttons.** Use the pagination numbers or arrows beneath the list of courses to jump to or advance to next or previous pages.

Once you locate a course, there are several actions you can take, which we'll go through below. Don't get overwhelmed by amount of information and icons displayed in this Gadget. The majority of the functionality available is used by courseware developers to create courses, tests, and other administrative control measures. We will focus on the tasks you can use to assist members of your Organization.

Course Management Actions. Once you have located your course, you may perform any of the **Actions** described below. These **Actions** icons  are available in the **Actions** column to the right of the course name, and are described below in the next four sections.

- **Manage Sections** 
- **Manage Tests** 
- **Manage Course Emails** 
- **Search Enrollment** 

Manage Sections

The **Manage Sections** function allows privileged Users the ability to create and edit course sections, as well as Manage Enrollment, Manage the Gradebook, and Manage Section Emails. These tools are primarily used by courseware developers, and unless you are creating your own course, you will not use the majority of this functionality, even though we are going to describe it below. To open the *WS_Manage Sections* workspace, click on the **Manage Sections** icon. 

Terminology:

Section: For a web-based course, a section is an administrative unit, or tool, used to group up to 999 enrollment records. There must be an Active section in a course for the course to be available for enrollment. A section contains enrollment records that you can access to view or edit; called a Gradebook. For a Classroom, or Resident course, a section is the actual date and time the instructor-led course will occur, and contains as many records as Users who enrolled in that section of the course.

Gradebook: A Gradebook is a User's course record; a detailed look at the individual lessons of a course, and the User's progress through that course. You can open a User's Gradebook to manually pass Users through lessons, or the entire course. We will describe in detail actions available to you in the Gradebook later in this section.

The image below displays two sections for a web-based course. They are both Active (as indicated by the highlighted Active Tab) and available for enrollment.

WS_Manage Sections*









Manage Sections J3T - A-US1329
SERE 100.2 Level A SERE Education and Training in Support of the Code of Conduct (FOUO) (4 hrs)






Version: 3 Version Status: Active Fiscal Year: 2020 **Apply Filters**


Shown below are all Sections currently in the system. Click on the name of any Section to view/edit the details of that Section. Please click the 'Add a Section' button to create a new section.

Add a Section



Active Inactive Completed Cancelled

Section No. ▾	Mode ▾	Instructor ▾	Start Date ▾	End Date ▾	Admission Type	Track Enrollment	Enrollment	Actions	Tools
001	Web Enabled		12/30/2019	06/17/2021	Rolling	Yes	6 / 999	   	Show Tools
002	Web Enabled		05/03/2020	05/03/2025	Rolling	Yes	0 / 999	   	Show Tools

Section Management Actions. Once you've clicked the **Manage Sections** icon  and opened the *WS_Manage Sections* work space, there are additional Actions available to you in the **Actions** column:    

- **Manage Section Enrollment** 

Clicking on this icon opens the *WS_Section Enrollment* work space, where you can view detailed information on Users in any state of enrollment in that section. Click on the drop-down menu in the **Status** column to specify what type of enrollment records you would like to display: **Enrolled**; **Passed**; **Dropped**; **All**; etc. Additional actions you can take from this work space include:

- Enroll Users into this section by selecting the **Enroll New Student(s)** button and locating a User through the **User Search** interface.
- View and edit each Users' Gradebook by selecting the **Gradebook** icon in the far  right column. This is one way to get to a User's Gradebook. The other is through the **Search Enrollment** function, which we describe later in this section [here](#).
- Select the **Add** icon in the far  left column next to a User's Name to open additional functionality including: **Move**; **Drop**; **Extend**; **Waitlist**; or **Pass** a User through a course.
- Click on a User's **Name** to open a **User Information** popop window to view the User's administrative details.

WS_Section Enrollment*



Manage Enrollment - J3TA-US1329
SERE 100.2 Level A SERE Education and Training in Support of the Code of Conduct (FOUO) (4 hrs)











Section: 001
Instructor:

Shown below are all students currently enrolled in this section. You may select one or more students to move to another section, drop from this section, or extend the expiration date. To enroll additional students, please click on the "Enroll New Student(s)" button.

Enroll New Student(s)

Current Enrollment

Number of records: 6 Export Detail To:   Results Per Page: 10

 Add All	Name ▾	User Name ▾	EDIPI ▾	Status ▾	Created Date ▾	Enrolled Date ▾	Expiration Date ▾	Organization ▾
	SPARTANS, NSU	NSU.S		Enrolled 	03/27/2020	03/27/2020	03/27/2021	Non-CAC Users 
	SOLANO DIAZ, ELI	158		Enrolled	04/25/2020	04/25/2020	04/25/2021	
	OTUNBA, STEVE	SOSA		Enrolled	04/07/2020	04/08/2020	04/08/2021	US Army Space and Missile 
	MIKE, TERRELL M.	TERRELL M		Enrolled	01/27/2020	01/27/2020	01/26/2021	

- Manage Section Gradebook 📊

Clicking on this icon opens the *WS_Section Gradebook* work space, where you can view more Gradebook-specific information for this section, including Last Completed Test, Lesson, and Assignment Dates, in addition to Course Expiration Dates and how many Days Remaining for each User until expiration. You also have the Gradebook icon which takes you to the User's Gradebook, just like it did through the Manage Section Enrollment icon as described above.

- Manage Section Emails 📧

Clicking on this icon opens the *WS_Manage Section Emails* work space, where you can customize emails for this section. Unless you are creating your own course and your own sections, you will not customize any of the standard Section Emails.

Manage Tests 📝

The **Manage Tests** function allows courseware developers the ability to create and edit tests for web-based courses. Unless you are creating a course, you will not perform any functions here. Clicking on this icon opens the *WS_Test Management* work space, where developers create all test content.




Manage Course Emails 📧

The next **Actions** icon available to you in the **Course Management Gadget** is **Manage Course Emails**. As with some of the previous functionality described in this section, you will not use this functionality unless you are creating a course. The LMS automatically sends out system-generated emails to Users who execute certain actions. For instance, when you enroll in a course, you will receive a generic system-generated email welcoming you to the course. Course owners can edit that generic system-generated email and customize it for their purposes. To open the *WS_Manage Course Emails* work space, click on the **Manage Course Emails** icon. 📧

Enabled	Name	Description	
<input checked="" type="checkbox"/>	Assignment Due 1 Day Warning	This email is sent to warn that an assignment is due in 1 day	<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/>	Assignment Due 10 Day Warning	This email is sent to warn that an assignment is due in 10 days	<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/>	Assignment Due 30 Day Warning	This email is sent to warn that an assignment is due in 30 days	<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/>	Auto Unlock Test Email	This email is sent after a course test has been unlocked	<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/>	Course 15 days Expiration Warning	This email is sent when a course is going to expire in another 15 days	<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/>	Course 30 days Expiration Warning	This email will be sent when there is 30 days left	<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/>	Course 5 days Expiration Warning	This E-mail is sent to students with 5 days remaining in their enrollment.	<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/>	Course Starting Notification	This email is sent when a section starts.	<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/>	Dropped Notification	This is email is used to notify expired users that they were dropped.	<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/>	Enrollment Notification - Course Welcome	This email is sent when a user registers for a course.	<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/>	Enrollment request notification	This email will be sent when a student requests enrollment in a course.	<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/>	Expiration Date Extension Notification	This is the email students will receive if their expiration date is extended.	<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/>	Graduation Notification	Graduated	<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/>	Moved Enrollment Notification	This email is sent to students who have been moved to another section.	<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/>	No Show	Sent to students who were dropped because they did not acknowledge their enrollment	<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/>	Unsuccessful Completion of Course	This email will be sent when a student fails to complete a course successfully	<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/>	Waitlisted Notification	This email is sent to students who have been waitlisted for a course.	<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/>	Withdraw Notification	This email is sent to a student when they have been dropped from a course.	<input checked="" type="checkbox"/>

Search Enrollment

As a Training Coordinator, the **Search Enrollment** function is the capability you are most likely to use in the **Course Management Gadget** to find a specific User's record in a specific course. You have already been introduced to the **User Search** function, so you are very familiar with how to find a User. In this section, we will describe how to locate a User, open his/her Gradebook, and manipulate course records when necessary. Click on the **Search Enrollment** icon  to open the *WS_Search Enrollment* work space.

In the work space that opens, you will see the familiar **User Search** area on top, and a default list of all Users currently enrolled in this course in the **Search Results** at the bottom.

WS_Search Enrollment*

Course Enrollment Search - J3TA-US1329

SERE 100.2 Level A SERE Education and Training in Support of the Code of Conduct (FOUO) (4 hrs)

User Search

Use the search fields below to locate one or more user enrollments for this course.

First Name: Last Name: User Name: EDIPI: Roles: Status:

Primary Organization: Include Unassigned Users: ☐ Secondary Organization:

Email: Account Type: Pay Grade: Branch of Service:

Search Results

Results Found: 17333 Results per page: 10

Name	User Name	EDIPI	Enrolled Status	Status Date	Source Org	Fiscal Year	Version	Section Number	
AARON, DAVID	84		Enrolled	08/06/2019	Unassigned	2019	2	044	
AARON, JEFFREY	688		Enrolled	06/16/2019	Unassigned	2019	2	040	
ABALO, EKOUE	150		Enrolled	07/18/2019	Unassigned	2019	2	011	
ABARCA, JOSE	148		Enrolled	07/10/2019	Unassigned	2019	2	070	
ABASS, BABATUNJI	684		Enrolled	06/25/2019	Unassigned	2019	2	009	
ABATE, ARTHUR	ARTHUR		Enrolled	09/16/2019	Unassigned	2019	2	062	
ABBEY, ETHAN	149		Enrolled	08/20/2019	Unassigned	2019	2	054	
ABBOT, BRYAN	812		Enrolled	08/04/2019	Unassigned	2019	2	043	
ABBUSHI, JESSICA	779		Enrolled	08/26/2019	Unassigned	2019	2	032	
ABDALLA, DOMONIQUE	DOMO		Enrolled	06/13/2019	Unassigned	2019	2	013	

(1 of 1734) 1 2 3 4 5 6 7 8 9 10

To change the view, or the results of the current **Search Results**, you can use any of the sort functions or drop-down menus available. Sort arrows are next to the **Name**, **User Name**, and **Status** column headers. Select once to sort from A-Z, and then again to sort from Z-A. The drop-down menu in the **Status** column allows you to only display **Enrolled**, **Passed**, **Dropped**, **All**, or any other enrollment status you wish. If you wish to view results of Users in specific **Fiscal Year**, **Version**, or **Section Numbers**, you may choose any of those from the drop-down menus in those columns.

As an example, to search for a specific User from one of your Organizations in this course, use the search fields in the **User Search** area to enter search criteria. Leave the **Organization** selections as is, and uncheck the **Include Unassigned Users** check box since you know the User you are searching for belongs to one of your Organizations. This way, you don't return thousands of unnecessary results belonging to Unassigned Users.

Gradebook

Once you locate the User you are looking for, you can select the **Gradebook** icon 🍎 in the far right column to open the *WS_Gradebook* work space. The work space opens to display **Course Information**, an **Update Log**, and a **Gradebook** section. We will go over each section next and show what functions are available to you in each.

Course Information. This section displays course administrative information. As you can see from the image below, the course **Status** for this User is **Enrolled**. By clicking on the **Status** drop-down menu, you have other options available to immediately change the Course Status to, including **Passed**, **Dropped**, or **Unsuccessful completion**.

WS_Gradebook*

A-US1329: SERE 100.2 Level A SERE Education and Training in Support of the Code of Conduct (FOUO) (4 hrs)
Total Time Spent: 7 hours 21 mins
Total Score:

Course Information

Student Name: **JACE BROWN**
Student Phone:
Status: **Enrolled** (dropdown menu open showing: Passed, Unsuccessful completion, Dropped, **Enrolled**, Requires test review)
Primary Instructor:
Secondary Instructor:
Comments:
Save

Start Date: 12/30/2019
Expiration Date: 05/07/2021
Completion Date:
Course Section: 001
Course Mastery Score:

To change a User's Status from Enrolled to Passed, select **Passed** in **Status** the drop-down menu. An additional field will then display, which requires you to select a **Reason** you are manually passing this User through the course. Select a **Reason** from the drop-down menu. If you need additional space to clarify your Reason, or want to add additional comments, add them to the **Comments** field. Once complete, select the **Save** button.

WS_Gradebook*

A-US1329: SERE 100.2 Level A SERE Education and Training in Support of the Code of Conduct (FOUO) (4 hrs)
Total Time Spent: 7 hours 21 mins
Total Score:

Course Information

Student Name: **JACE BROWN**
Student Phone:
Status: **Passed**
Reason: **- Select Reason -** (dropdown menu open showing: - Select Reason -, Manually passed via instructor override, Tested out, Passed all tests, Passed all tests and assignments)
Career Info on Certificate:
Primary Instructor:
Secondary Instructor:
Comments:
Save

Start Date: 12/30/2019
Expiration Date: 05/07/2021
Completion Date:
Course Section: 001
Course Mastery Score:

Your changes are now saved. Notice that the **Completion Date** defaults to the date you edited the record. If you are required to change that date, click on the **Completion Date** link to open a Calendar. Select a new (past) date, add mandatory Comments, and then the **Update** button.

Course Information

Student Name: **JACE BROWN**
Student Phone:
Status: **Passed**
Reason: **Manually passed via instructor override**
Career Info on Certificate:
Primary Instructor:
Secondary Instructor:
Comments: **User passed an acceptable course substitute on 01 MAY 20.**
Save

Start Date: 12/30/2019
Expiration Date: 05/07/2021
Completion Date: **05/19/2020**
Course Section: 001
Course Mastery Score:

Edit Completion Date (SERE 100.2 Level A SERE Education and Training in Support of the Code of Conduct (FOUO) (4 hrs) Section 001)

Student Name: **JACE BROWN**
Current Completion Date: 05/01/2020
New Completion Date: 05/19/2020
Comments: **User passed an acceptable course substitute on 01 MAY 20.**
Reset Update Close

May 2020

S	M	T	W	T	F	S
						1
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

The User's record has been changed to Passed, with a Completion Date of 05/01/2020.

Update Log. The Update Log contains information on updates made to a Lesson Status of a User's record by a privileged User. Information includes the **Date** and **Time** the change was made, a **Description** of the Change, and the **User Name** of the person who made the change.


Update Log		
Results Per Page: 10		
Date	Description	Changed By
05/19/2020 04:23	Captivity Resolution - Lesson Status changed to Complete	JACQUE.RENAULT.TC

Gradebook. As previously described, the Gradebook contains a list of every lesson in a course, and details of the User's progress through the course. There are many ways to sort and display the content displayed in the Gradebook, but since the Lessons displayed, and the User's progress, is linear, or chronological, there is no reason to change from the default display. Important data to point out in the Gradebook includes:


- **Lesson/Test Name.** These Lesson Names correspond to the Lesson Names in the Table of Contents within the course.
- **Lesson Status.** Lessons are either Not Attempted, Completed, or Incomplete.
- **Objective Status.** Generally the status is either Satisfied, or Not Satisfied. This means the User has either Passed through the content, Lesson, or test, successfully, or not.
- **Test Status.** Status is either Not Attempted, Passed, or Failed. If a Status is Passed or Failed, there will be a link you can click to open a display of the Questions the User answered correctly and incorrectly.
- **Achieved Score.** This is the actual score the User received on a test.
- **Passing Score.** This is the score that the course owner set as the Passing Score.
- **Start Date, Completion Date, Last Launched Date.** Date and Time for each of those events.
- **Time Spent.** The User's time spent in that lesson.

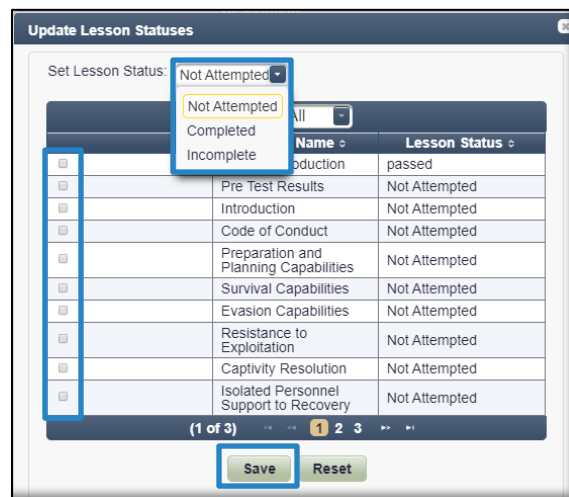
Gradebook										
Lessons and Tests										
Apply Filters		Clear Filters		Results Per Page: 10						
Lesson/Test Name	Lesson Status	Objective Status	Test Status	Achieved Score	Passing Score	Start Date	Completion Date	Last Launched Date	Time Spent	Test Source
Preparation and Planning Capabilities	passed	Objective not Satisfied				05/07/2020 18:32	05/07/2020 19:24	05/07/2020 19:24	02:48:33	
Survival Capabilities	passed	Objective not Satisfied				05/07/2020 19:24	05/07/2020 20:43	05/07/2020 20:43	02:54:21	
Evasion Capabilities	passed	Objective not Satisfied				05/07/2020 20:43	05/07/2020 22:26	05/07/2020 22:26	03:49:22	
Resistance to Exploitation	passed	Objective not Satisfied				05/07/2020 22:26	05/07/2020 23:30	05/07/2020 23:30	03:12:19	
Captivity Resolution	completed	Objective not Satisfied				05/07/2020 23:30	05/19/2020 16:23	05/19/2020 16:23	00:00:09	
Isolated Personnel Support to Recovery	Not Attempted	Objective not Satisfied							00:00:00	
Summary	Not Attempted	Objective not Satisfied							00:00:00	
Post Test		Objective not Satisfied	Attempted						00:00:00	Test Engine
Civilian Completion	Not Attempted	Objective not Satisfied							00:00:00	

Update a Lesson

To update a Lesson, right-click on the **Mouse** icon  next to a Lesson in the **Lesson Status** column. A menu will display, as shown in the Blue box in the image above. To change the current Lesson Status, simply choose another one. Your changes will display in the **Lesson Status** column, as well as in the **Update Log**, as described above.

Update Multiple Lessons

To update multiple Lessons, right-click on the **Mouse** icon  next to a Lesson in the **Lesson Status** column, as shown in the previous image. In the menu that displays, choose **Update Status for Multiple Lessons**. The **Update Lesson Statuses** window will open, as shown below. From the drop-down menu, choose a **Status** to change multiple Lessons to, including **Not Attempted**; **Completed**; or **Incomplete**. Once you choose a **Status**, place check marks in the boxes on the left side of the window next to the Lesson Names you want to change. When complete, click on the **Save** button. Your changes will display in the **Lesson Status** column of the Gradebook, as well as in the **Update Log**.





Course Associations Gadget

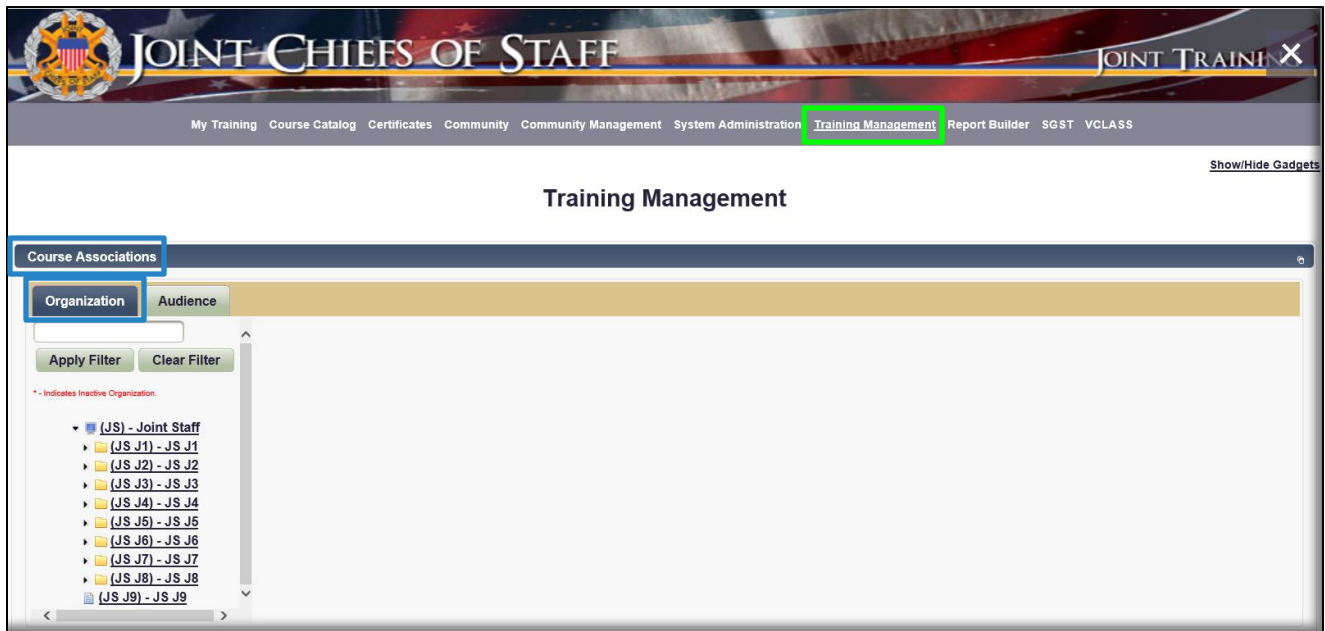
The **Course Associations Gadget** is where courses are assigned to Organizations and Audiences. Assignments made here subsequently display in a User's **Assigned Training Gadget** in the **My Training Tab**, with a Status of **Assigned**. As discussed previously, courses are assigned through membership in an Organization or an Audience in your **Profile**. There is no other way to receive course assignments.

As with other locations in the LMS for your role, your permissions are scoped to your Organization. For Organization assignments, you can only assign courses to your Organization and its sub-Organizations. However, there are no restrictions on Audience assignments. You can assign courses to any Audience in the LMS.

The assignments functionality is robust. You have the ability to assign one-time, reoccurring, and future course assignments. You can determine specific assignment details, such as Due Dates, length of assignment, when to reassign the courses if they are reoccurring, and even include one of several exemption types if you want to exclude qualified Users from an assignment if they have previously completed the course. You have many options when it comes to assignments, and we will explain them all throughout this section.

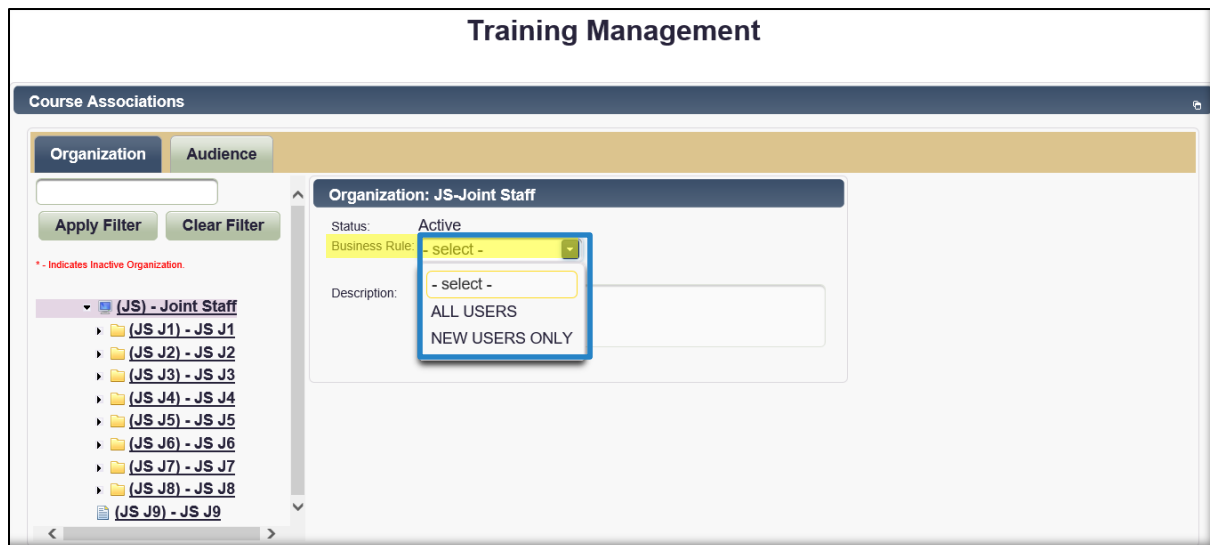
Note: Curriculum assignment functionality is currently in development, and not available at this time.

Click on the **Course Associations** name, or the *Expand* icon  to open the Gadget. The default view of the Gadget is set to the **Organization Tab**, with your Organization tree displayed. (*Maximized view*  below).



Organization Assignments. To make a course assignment to your entire Organization, click on the parent Organization, displayed at the top of your Organization tree. In this case, **(JS) – Joint Staff**. A work space will open to the right of the Organization tree, as shown in the image below. You must now make a **Business Rule** selection:

- **ALL USERS.** If you choose ALL USERS, every member of the Organization will receive the assignment.
- **NEW USERS ONLY.** If you choose NEW USERS ONLY, only Users who are currently NOT a member of your Organization, but join your Organization after you make this assignment, will receive the assignment.



In this example, we are going to select **ALL USERS**. Once you make your **Business Rule** selection, you now have the ability to add the actual course assignments. To do this, select the **Add Courses to this Organization** button.

The *WS_Course Search* work space opens. Here, you will use either the **Prefix** drop-down menu, or the **Keyword** search field to search for the course(s) you want to assign. Continuing with this example, let's select **JS** in the **Prefix** drop-down menu. Course Prefixes are in alphabetical order. Now select the **Search** button to generate a list of all courses with the **JS** prefix.

An alphabetical list, by Course ID (Number), displays. Use the sort arrows next to the Column headers or the pagination buttons at the bottom of the page to locate the course you want to select for assignment. You can display more than 10 results per page by selecting 25, 50, or 100 from the drop-down menu to the right of the pagination buttons. Once you locate your course, select the **Add** icon in the far left column to move that course to the top of the page.

Search Results:
Please select the courses you wish to add by clicking on the 'Add' button to the left of those courses. The courses you've selected will populate in the 'Courses to be Added' table at the top of this screen.

Add	Course ID	Title
	JS -OT-1010	OT REQUIRED READING: Event Handbook
	JS -OT-1011	OT REQUIRED READING: CJCS Mission Command White Paper
	JS -OT-1014	OT REQUIRED READING: Quadrennial Defense Review 2014
	JS -US002	Joint Staff Privacy Act Awareness (FOUO) - (30 mins)
	JS -US003	Joint Staff Counterintelligence Awareness and Reporting (CIAR) (FOUO) - (30 mins)
	JS -US006C	Joint Staff Suicide Awareness and Prevention - Civilian Only - (1 hr)
	JS -US006M	Joint Staff Suicide Awareness and Prevention - Military Only - (1 hr)
	JS -US007	Level I Antiterrorism Awareness Training (2 hrs) - Test 9-4-4 upload new version (gwy)
	JS -US009	Joint Staff Operations Security (OPSEC) (1 hr)
	JS -US010	Joint Staff Annual Ethics Training - (1 hr)


(2 of 4) 1 2 3 4 10

Once you have added the course and it moves to the top of the page in the **Courses to be Added** section, you can choose many different Assignment options. Each subsequent option available to you, from the left side of the workspace to the right, is based on your previous selection, so not all **Assignment Types** have the same fields and selections.

WS_ Course Search *

Organization: JS-Joint Staff
Business Rule: ALL USERS
Course Search: Please use the Course Search tools below to build a list of courses you wish to associate to the selected organization, job, audience, or curriculum. When your list is complete, please click the 'Save' button.

Courses to be Added

Delete	Course ID	Title	Exemption Period
 Learn more about Assignment Types Assignment Type: Select Assignment Type	JS -US009 Assigned Date: 05/20/2020 mm/dd/yyyy	Joint Staff Operations Security (OPSEC) (1 hr)	Exemption Period: Select an exemption period

Save

Assignment Types. This is the first selection you will make. In the **Assignment Types** drop-down menu, you have the following options:

- **One Time (with Duration).** This is a one-time assignment where you dictate how long, in Days, a User has to complete the assignment once they receive it. When you select this option, the additional field of **Initial Duration (Days)** is displayed. You are required to enter a Number into that field. After the User completes the course, there will be no future assignments.
- **One Time (with Fixed Due Date).** This is a one-time assignment where you dictate the exact Due Date of the assignment. When you select this option, the additional field of **Fixed Due Date** is displayed. You are required to enter a Date into that field. After the User completes the course, there will be no future assignments.
- **Refresher (with Fixed Due Date).** A Refresher assignment is a reoccurring assignment, and automatically reassigns itself at a periodicity you determine. This Refresher assignment type includes an exact Due Date that you determine the course needs to be completed for the first time. When you select this option, the additional fields of **Fixed Due Date**, **Refresher Period (Months)**, and **Refresher Duration (Days)** are displayed. Definitions:
 - **Fixed Due Date.** Enter the Date you want the course due the first time it is taken.
 - **Refresher Period (Months).** Refresher Period is how long, in Months, you want to reassign this course after the last Due Date. For example, if the course is a yearly requirement, the Refresher Period is 12 months.
 - **Refresher Duration (Days).** Refresher Duration is the length of time, in Days, before the next Due Date that you want the course to be reassigned, or appear to the User in his **Assigned Training Gadget**.
- **Refresher (with Completion Date).** This Refresher assignment type includes an Initial Duration, in Days, where you determine the User has to complete the assignment for the first time. It is reassigned based on a periodicity you determine. The Refresher Period is based on the User's Completion Date. When you select this option, the additional fields of **Refresher Period (Months)**, **Initial Duration (Days)**, and **Refresher Duration (Days)** are displayed. Definitions:

- **Refresher Period (Months).** Refresher Period is how long, in Months, you want to reassign this course after the last Completion Date. For example, if the course is a yearly requirement, the Refresher Period is 12 months.
- **Initial Duration (Days).** This is the number of days you are giving the User to complete the course the first time.
- **Refresher Duration (Days).** Refresher Duration is the length of time, in Days, before the next Due Date that you want the course to be reassigned, or appear to the User in his **Assigned Training Gadget**.
- **Refresher (with Last Due Date).** This Refresher assignment type is similar to the Refresher (with Completion Date), but the Refresher Period here is based on the Last Due Date, not the Last Completion Date. With this assignment type, you also determine an Initial Duration, in Days, that you are giving the User to complete the assignment for the first time, and reassigned based on a periodicity you determine. When you select this option, the additional fields of **Refresher Period (Months)**, **Initial Duration (Days)**, and **Refresher Duration (Days)** are displayed. Definitions:
 - **Refresher Period (Months).** Refresher Period is how long, in Months, you want to reassign this course after the last Due Date. For example, if the course is a yearly requirement, the Refresher Period is 12 months.
 - **Initial Duration (Days).** This is the number of days you are giving the User to complete the course the first time.
 - **Refresher Duration (Days).** Refresher Duration is the length of time, in Days, before the next Due Date that you want the course to be reassigned, or appear to the User in his **Assigned Training Gadget**.

NOTES:

Each of these **Assignment Types** defaults to an **Assigned Date** of today. That means that as soon as someone joins your Organization, they will receive the assignment. Users who are currently members of your Organization will receive the assignment within minutes. You can change the **Assigned Date** to a future date if you choose. If you do, the assignment will automatically appear in the Users' **Assigned Training Gadget** on the date you choose.

Users who do not complete their training by the Due Date are not dropped from the course, and the course will not disappear from their **Assigned Training Gadget**. However, there will be additional text in the Due Date column that says **PAST DUE**. The assignment will remain here until the User completes the assignment, or removes himself from your Organization from his **Profile**. If the User had enrolled in the Assigned Course, the course will now appear in the **Elective Training Gadget**, where he has the option to Resume, or Withdraw from it.

Exemption Periods. The final assignment selection you are required to make is whether or not to include an Exemption. An Exemption means that the LMS will give qualified Users credit for completing the course you are assigning if they have met certain criteria. In the **Exemption Period** drop-down menu, you have the following options:


- **No exemptions.** Self-explanatory. No credit given. If the User completed this course yesterday and you assign it to your Organization today, the User will receive the course assignment.
- **Completed ever.** This exemption means that if there is a completion record in the LMS for this course at any time, ever, the User will not receive the assignment.
- **Completed since past number of days.** With this option, you can specify a number of days prior to the assignment where you will give a User credit for the course if he has completed it within that number of days. When you choose this option, the additional field **Days:** is displayed, requiring you to enter a number.

- **Completed since provided calendar date.** With this option, you can specify a past Date prior to the assignment where you will give a User credit for the course if he has completed it between that Date and the time of your assignment. When you choose this option, the additional field **Date:** is displayed, requiring you to enter a Date.



In the example image below, we have filled out the **Assignment Type**, **Fixed Due Date**, and **Exemption Period**. Once all your selection are made, select the **Save** button.

WS_ Course Search *

Organization: JS-Joint Staff
Business Rule: ALL USERS
Course Search: Please use the Course Search tools below to build a list of courses you wish to associate to the selected organization, job, audience, or curriculum. When your list is complete, please click the 'Save' button.

Courses to be Added			
Delete	Course ID	Title	Exemption Period
 Learn more about Assignment Types Assignment Type: One Time (with Fixed Due Date)	JS -US009 Auto Enroll: <input type="checkbox"/> Assigned Date: 05/20/2020 mm/dd/yyyy Fixed Due Date: 12/31/2020 mm/dd/yyyy	Joint Staff Operations Security (OPSEC) (1 hr)	Exemption Period: Completed since past number of days Days: 30

Save

You have now assigned a course to All Users of your Organization, as displayed at the bottom of the image below. From here, you have additional options available. To delete the course assignment, select the **Delete** icon  to the right of the Course Title. To edit the assignment, select the **Edit** icon  to the left of the Course Title.

Training Management

Course Associations

Organization: JS-Joint Staff

Status: Active
Business Rule: ALL USERS
Training required for all users [in the organization].

Description:



Save **Reset**

▼ ALL USERS Courses specific to your Organization

Shown below are all courses currently associated to this organization/business rule. To add courses, please click the 'Add Courses' button.

Add Courses to this Organization **Assign Courses from this Organization**

Number of Records: 1

Edit	Stats	Course ID	Title	Action
	Stats	JS -US009	Joint Staff Operations Security (OPSEC) (1 hr)	

In the **Edit a Course** window that opens, make desired changes to the assignment and select **Save**. You are not able to change **Exemption** selections. To do that, you would need to delete the assignment and create a new one with the correct **Exemption**.

To assign this course to any of your sub-Organizations, select the **Assign Courses from this Organization** button. Remember, we initially selected the parent Organization **JS** for this assignment. That Organization does not include the members of all the sub-Organizations to Joint Staff who we may want to assign this course to. We need to now make those selections.

In the **WS_Course Search** work space that opens, click on the **Select Courses** link on the left side of the page. This will display the course that you have assigned the Parent Organization. Now click on the **Add** icon, **+** and then **Save and Continue**.

You can now select which sub-Organizations you want to assign this course to. Use the black arrows next to Organization names to expand to show additional sub-Organizations. You can place check marks in the boxes next to the Organizations you want to receive the assignment. If you want all sub-Organizations of the Parent Organization, Joint Staff, to receive the assignment, check the **Apply assignments to all children of this organization** box, as shown below. All sub-Organizations will automatically check off and be selected. Select **Save and Continue**.

WS_Course Search *

Business Rule: ALL USERS
Course Assignment
If you wish, you may assign one or more courses from this organization to one or more of its child organizations. Please select the courses you wish to assign and then select the child organizations to which they will be assigned. When you are finished, please click the 'Save' button.

Current Assignments
Select Courses
Select Child Organizations
Confirm

☒ Apply assignments to all children of this organization

Child Organizations of JS-Joint Staff
Please select the child organizations to which to assign the courses selected above.

- ☒ Joint Staff
 - ☒ JS J1
 - ☒ JS J2
 - ☒ JS J3
 - ☒ JS J4
 - ☒ JS J5
 - ☒ JS J6
 - ☒ JS J7
 - ☒ JS J8
 - ☒ JS J9

Save and Continue **Cancel**

In the final step, review your selections and then select the **Finish** button. The work space displays the Parent Organization, the course to be assigned to sub-Organizations, and a list of the sub-Organizations.

WS_Course Search *

Business Rule: ALL USERS
Course Assignment
If you wish, you may assign one or more courses from this organization to one or more of its child organizations. Please select the courses you wish to assign and then select the child organizations to which they will be assigned. When you are finished, please click the 'Save' button.

Current Assignments
Select Courses
Select Child Organizations
Confirm

Summary Course Association for Child Organizations of JS-Joint Staff

Selected Courses

Course ID	Title	Mandatory	Auto Enroll	Refresher Period	Due Duration
JS -US009	Joint Staff Operations Security (OPSEC) (1 hr)	Y	false		

Selected Child Organizations

Code	Name
JS J7	JS J7
I-RC	J7 Required Capabilities Branch
I-SP	J7 Strategy and Planning Branch
JS J6	JS J6
ITS-Pent	J6 Pentagon IT Services
ITS-EMD	J6 ITS Enterprise Management Division
JS J8	JS J8
J8-RA	J8 Resources and Acquisition
J8-FM	J8 Force Mgmt and Application and Support
JS J5	JS J5

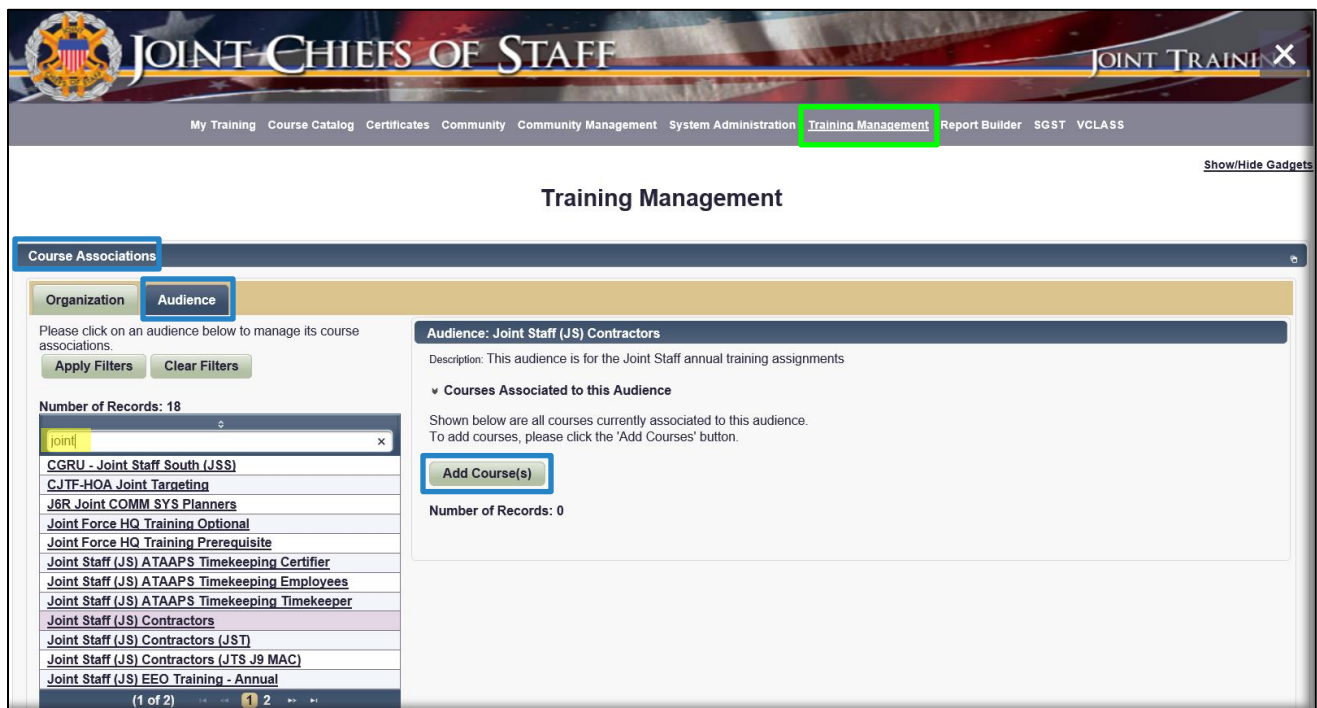
(1 of 3) 1 2 3

Finish **Cancel**

In the preceding pages, we have demonstrated how to assign one course to an Organization, and then push that assignment down to all children of that Organization. To assign multiple courses to an Organization, simply select additional courses at the step where you searched for and then added courses. You can select up to eight courses at a time to be added to a single assignment. All eight courses can have different **Assignment Types** and **Exemptions**. If

you wish to assign more than eight courses, save the first eight, and then add up to eight more, and so on. This is not typical and we are not recommending you get too complex with your course assignments.

Audience Assignments. To make assignments to an Audience, click on the **Audience Tab** in the **Course Associations Gadget**. Use the **Search Field** or the pagination buttons on the bottom of the Audience list to locate the Audience you want to assign courses to. When you locate the Audience, click on it to open the work space to the right of the Audience list. Select the **Add Course(s)** button.



At this point, the process to add course assignments to an Audience is the same as it is to add courses to an Organization. The work spaces are the same. Begin by searching for and selecting courses to add.

WS_ Course Search *

Organization: JS-Joint Staff
Business Rule: ALL USERS
Course Search: Please use the Course Search tools below to build a list of courses you wish to associate to the selected organization, job, audience, or curriculum. When your list is complete, please click the 'Save' button.


Courses to be Added

Course Search

Prefix: JS

Keyword: ☒ Title ☒ Description

Search **Reset**

An alphabetical list, by Course ID (Number), displays. Use the sort arrows next to the Column headers or the pagination buttons at the bottom of the page to locate the course(s) you want to select for assignment. You can display more than 10 results per page by selecting 25, 50, or 100 from the drop-down menu to the right of the pagination buttons. Once you locate your course(s), select the **Add** icon  in the far left column to move that course to the top of the page.

Search Results:
Please select the courses you wish to add by clicking on the 'Add' button to the left of those courses. The courses you've selected will populate in the 'Courses to be Added' table at the top of this screen.

Add	Course ID	Title
	JS -OT-1010	OT REQUIRED READING: Event Handbook
	JS -OT-1011	OT REQUIRED READING: CJCS Mission Command White Paper
	JS -OT-1014	OT REQUIRED READING: Quadrennial Defense Review 2014
	JS -US002	Joint Staff Privacy Act Awareness (FOUO) - (30 mins)
	JS -US003	Joint Staff Counterintelligence Awareness and Reporting (CIAR) (FOUO) - (30 mins)
	JS -US006C	Joint Staff Suicide Awareness and Prevention - Civilian Only - (1 hr)
	JS -US006M	Joint Staff Suicide Awareness and Prevention - Military Only - (1 hr)
	JS -US007	Level I Antiterrorism Awareness Training (2 hrs) - Test 9-4-4 upload new version (qwy)
	JS -US009	Joint Staff Operations Security (OPSEC) (1 hr)
	JS -US010	Joint Staff Annual Ethics Training - (1 hr)

(2 of 4) 1 2 3 4 10

Once you have added the course and it moves to the top of the page in the **Courses to be Added** section, you can choose many different Assignment options, explained in detail [here](#). Each subsequent option available to you, from the left side of the work space to the right, is based on your previous selection, so not all **Assignment Types** have the same fields and selections. In the *WS_Course Search* work space, make your Assignment and Exemption selections.

WS_Course Search *

Organization: JS-Joint Staff
Business Rule: ALL USERS
Course Search: Please use the Course Search tools below to build a list of courses you wish to associate to the selected organization, job, audience, or curriculum. When your list is complete, please click the 'Save' button.

Courses to be Added

Delete	Course ID	Title	Exemption Period
 Learn more about Assignment Types Assignment Type: Select Assignment Type	JS -US009 Assigned Date: 05/20/2020 mm/dd/yyyy	Joint Staff Operations Security (OPSEC) (1 hr)	Exemption Period: Select an exemption period

Save

In the example image below, we have filled out the **Assignment Type**, **Fixed Due Date**, and **Exemption Period**. Once all your selection are made, select the **Save** button.



WS_Course Search *

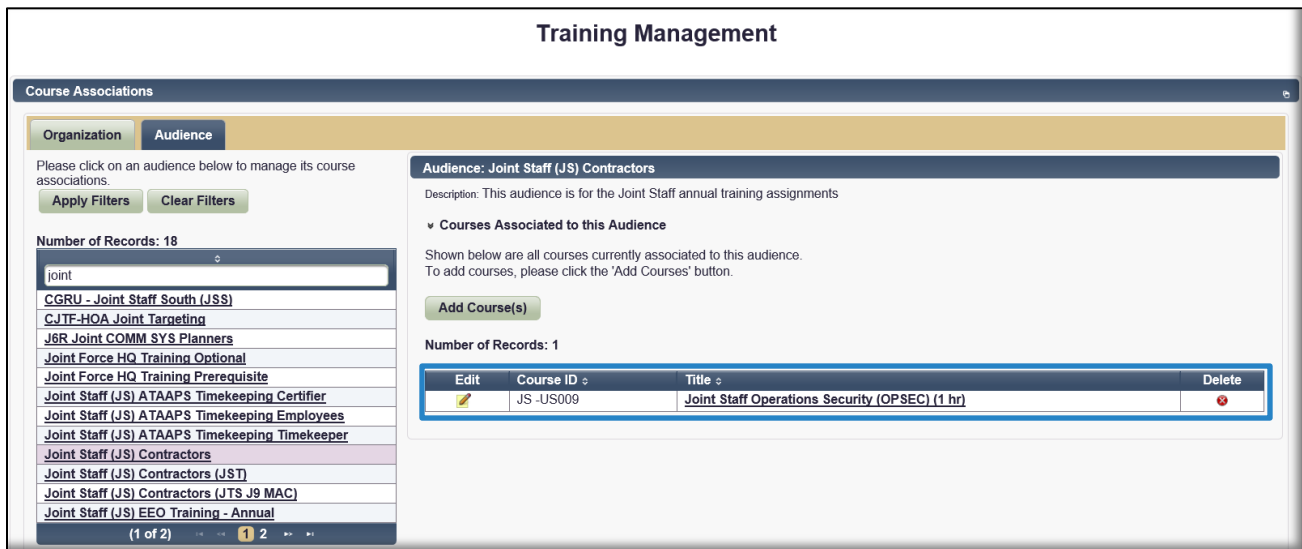
Organization: JS-Joint Staff
Business Rule: ALL USERS
Course Search: Please use the Course Search tools below to build a list of courses you wish to associate to the selected organization, job, audience, or curriculum. When your list is complete, please click the 'Save' button.

Courses to be Added

Delete	Course ID	Title	Exemption Period
 Learn more about Assignment Types Assignment Type: One Time (with Fixed Due Date)	JS -US009 Auto Enroll: <input type="checkbox"/> Assigned Date: 05/20/2020 mm/dd/yyyy Fixed Due Date: 12/31/2020 mm/dd/yyyy	Joint Staff Operations Security (OPSEC) (1 hr)	Exemption Period: Completed since past number of days Days: 30

Save

You have now assigned a course to all members of this Audience, as displayed at the bottom of the image below. From here, you have additional options available. To delete the course assignment, select the **Delete** icon  to the right of the Course Title. To edit the assignment, select the **Edit** icon  to the left of the Course Title.



Training Management

Course Associations

Organization Audience

Please click on an audience below to manage its course associations.

Apply Filters Clear Filters

Number of Records: 18

joint

CGRU - Joint Staff South (JSS)

CJTF-HOA Joint Targeting

J6R Joint COMM SYS Planners

Joint Force HQ Training Optional

Joint Force HQ Training Prerequisite

Joint Staff (JS) ATAAPS Timekeeping Certifier

Joint Staff (JS) ATAAPS Timekeeping Employees

Joint Staff (JS) ATAAPS Timekeeping Timekeeper

Joint Staff (JS) Contractors

Joint Staff (JS) Contractors (JST)

Joint Staff (JS) Contractors (JTS J9 MAC)

Joint Staff (JS) EEO Training - Annual

(1 of 2)

Audience: Joint Staff (JS) Contractors



Description: This audience is for the Joint Staff annual training assignments

▼ Courses Associated to this Audience

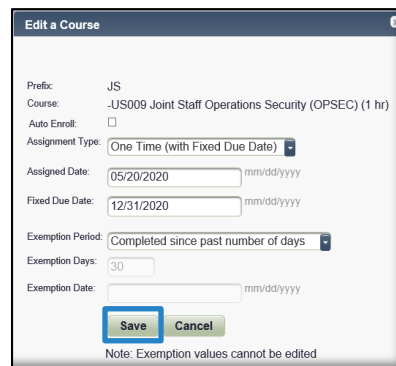
Shown below are all courses currently associated to this audience.
To add courses, please click the 'Add Courses' button.

Add Course(s)

Number of Records: 1

Edit	Course ID	Title	Delete
	JS-US009	Joint Staff Operations Security (OPSEC) (1 hr)	

In the **Edit a Course** window that opens, make desired changes to the assignment and select **Save**. You are not able to change **Exemption** selections. To do that, you would need to delete the assignment and create a new one with the correct **Exemption**.



Edit a Course

Prefix: JS

Course: -US009 Joint Staff Operations Security (OPSEC) (1 hr)

Auto Enroll: ☐

Assignment Type: One Time (with Fixed Due Date)

Assigned Date: 05/20/2020 mm/dd/yyyy

Fixed Due Date: 12/31/2020 mm/dd/yyyy

Exemption Period: Completed since past number of days

Exemption Days: 30

Exemption Date: mm/dd/yyyy

Save Cancel

Note: Exemption values cannot be edited

In the preceding pages, we have demonstrated how to assign one course to an Audience. To assign multiple courses to an Audience, simply select additional courses at the step where you searched for and then added courses. You can select up to eight courses at a time to be added to a single assignment. All eight courses can have different **Assignment Types** and **Exemptions**. If you wish to assign more than eight courses, save the first eight, and then add up to eight more, and so on. This is not typical and we are not recommending you get too complex with your course assignments.

Course Learning Category Gadget

Learning Categories are groups of courses organized by their similarity, generally recognizable by the Title of the Learning Category. Courses within each Learning Category are all available in the Course Catalog, but are organized

in the **Learning Category Gadget** for easier access if a User is looking to enroll in multiple courses of a similar genre. For instance, all Joint Staff courses could be located in a Learning Category called “Joint Staff Courses”. Or, all Cyber-related courses could be grouped into a Learning Category called “Cyber”. As a Training Coordinator, you can create Learning Categories that only members of your Organization will see in their Course Catalog. This is another LMS function where your access is scoped by your Organization. This is a good thing, since you don’t want to create a “Joint Staff Courses” Learning Category that PACOM users will see in their Course Catalog.

The **Learning Category Gadget** is displayed in the **Course Catalog Tab**. You can enroll in a course from a Learning Category the same way you enroll in a course from the Course Catalog. However, the actual construction of a Learning Category occurs in this Gadget. On the left side of the image below, there would be a list of Learning Categories that you have created. Since there are none, there is nothing to display. After we create a Learning Category in the pages to follow, you will see it listed on the left side of the page.

To create a new Learning Category, click the **Create New Learning Category** button. On the right side of the work space, you will enter administrative information and create your Learning Category. Definitions below image.

The screenshot displays the 'Training Management' interface. At the top, the 'JOINT CHIEFS OF STAFF' logo is on the left, and 'JOINT TRAINING' is on the right. A navigation bar includes links: My Training, Course Catalog, Certificates, Community, Community Management, System Administration, **Training Management** (highlighted with a green box), Report Builder, SGST, and VCLASS. Below the navigation bar, the 'Training Management' title is centered. On the left, a 'Course Learning Category' sidebar contains a 'Create New Learning Category' button (highlighted with a blue box) and a 'Clear Filter' button. The main area is titled 'Please enter/edit learning category information below.' and contains a 'Create' form. The form includes:

- A 'Code' field with the value 'JS_Courses' (highlighted with a yellow box).
- A 'Name' field with the value 'Joint Staff Courses' (highlighted with a yellow box).
- A 'Parent Learning Category' field with the value '[Not Set]'.
- A 'Select Parent' button.
- An 'Is Active' checkbox that is checked (highlighted with a yellow box).
- An 'Is Active Allot' checkbox that is unchecked.
- A 'Primary Org' field with the value 'Joint Staff'.

 At the bottom right of the form are 'Create' and 'Cancel' buttons.

- **Code.** Code is an administrative input that the User will never see. Shorthand or an abbreviation of the full Learning Category name is sufficient.
- **Name.** Name your Learning Category with sufficient detail to describe its course content. Keep it brief.
- **Select Parent.** Parent in this case means Learning Category Parent. If there were other Learning Categories created, you could “nest” this new Learning Category under that one; similar to the Organization / Sub-Organization relationship. For a User to see your new Learning Category in the Course Catalog, he/she would first have to select the visible Parent Learning Category, and then this new Category which would then be available. Only then would the courses you are about to include display for the User to see and then enroll in. Selecting a Parent is not required, and when one is not selected, your new Learning Category can become a Parent for a future Learning Category.

- **Is Active.** When this box is checked, the Learning Category is visible in the Learning Category Gadget in the Course Catalog.
- **Is Active Afloat.** Do not check. Only used in very specific instances for specific Organizations.
- **Primary Org.** There are no other Organization available to you for selection here because you are already at the top-level of Organizations available to you, based on your permissions. This Learning Category will be available to the Joint Staff Organization and all of its sub-Organizations.

Once you have entered all of the required and optional information, select the **Create** button. You now have additional options displayed at the bottom of the work space. To add courses to the new Learning Category, select the **Add Courses** button.



In the new features that display, select the **Add Course(s)** button.

Action	Prefix	Number	Title
No records found.			

In the *WS_Learning Category* work space that opens, select a **Prefix** from the drop-down menu, or enter a Keyword in to the Search field. In this case, we selected **JS** from the **Prefix** drop-down menu. Once you have made your selection criteria, select **Search**.

WS_Learning Category *

Learning Category Course Search:
Please use the Course Search tools below to build a list of courses you wish to associate to the selected organization, job, audience, or curriculum. When your list is complete, please click the 'Save' button.

Course Search

Prefix: JS



Keyword: ☒ Title ☒ Description

Search **Reset**

Search Results:
Please select the courses you wish to add by clicking on the 'Add' button to the left of those courses. The courses you've selected will populate in the 'Courses to be Added' table at the top of this screen.

All courses matching your search criteria display. There are several different ways to search, sort, or display the search results to help you locate and select courses to add to your Learning Category:




- Enter numbers or keywords into the **Course ID (Number)** and/or **Title** search fields to locate specific courses.
- Sort the search results by clicking on the sort arrows next to the **Course ID (Number)** and **Title** column headers.
- Use the pagination buttons at the bottom of the page to advance or skip pages through the list. If you would like to display more than 10 results per page, click the **Results per Page** drop-down menu to the right of the pagination buttons and select **25** or **50**.

Once you locate a course you want to add to the Learning Category, select the **Add** icon  in the far left column. The courses you select will move to the top of the page in the **Courses to be Added** section. Continue searching for and adding courses in this manner until you are done. If you want to remove a course you added, simply select the **Delete** icon  in the Delete column. When complete, select the **Save** button.

WS_ Learning Category *

Learning Category Course Search:
Please use the Course Search tools below to build a list of courses you wish to associate to the selected organization, job, audience, or curriculum. When your list is complete, please click the 'Save' button.

Courses to be Added

Delete	Course ID	Title
	JS-US011	Joint Staff Alcohol and Substance Abuse Prevention - (1 hr)
	JS-US012	Joint Staff No Fear Act Training Course - (1 hr)
	JS-US013	Joint Staff Equal Opportunity Policy Basic Training - (1 hr)

Save











Course Search

Prefix:

Keyword: ☒ Title ☒ Description

Search **Reset**

Search Results:
Please select the courses you wish to add by clicking on the 'Add' button to the left of those courses. The courses you've selected will populate in the 'Courses to be Added' table at the top of this screen.

Add	Course ID	Title
	JS-US011	Joint Staff Alcohol and Substance Abuse Prevention - (1 hr)
	JS-US012	Joint Staff No Fear Act Training Course - (1 hr)
	JS-US013	Joint Staff Equal Opportunity Policy Basic Training - (1 hr)
	JS-US014	Joint Staff Law of War - (2.5 hrs)
	JS-US021	Joint Staff Sexual Assault Prevention and Response Training - (1 hr)
	JS-US023	Joint Staff Information Technology (IT) Asset Accountability Training 2012 (FOUO) - (2 hrs)
	JS-US025	Ethical Issues for Senior Leaders and Staff Course - (1 hr)
	JS-US028	Joint Staff Information - Records Management - (1 hr)
	JS-US031	ATAAPS Certifier Course (FOUO) - (30 mins)
	JS-US032	ATAAPS Employee Course (FOUO) - (30 mins)

(3 of 4) 1 2 3 4 10

You have now created a new Learning Category and added courses to it. It is now displayed on the left side of the work space. If you want to edit, add courses to, or delete courses from the Learning Category, you can do it here.

Training Management

Course Learning Category

Shown below is the learning category structure. Click on a learning category to edit it or manage the courses attached to it.

Create New Learning Category

Clear Filter

Edit

* Indicates required fields

Code *

Name *

Parent Learning Category [Not Set]

Select Parent

Is Active: ☒




Is Active Afloat: ☐

Primary Org: Joint Staff

Joint Staff

Save **Cancel** **Delete** **Hide Courses**

Add Course(s)

Action	Prefix	Number	Title
	JS	-US011	Joint Staff Alcohol and Substance Abuse Prevention - (1 hr)
	JS	-US012	Joint Staff No Fear Act Training Course - (1 hr)
	JS	-US013	Joint Staff Equal Opportunity Policy Basic Training - (1 hr)

The Learning Category will now display in the **Learning Category Gadget** in the **Course Catalog Tab** for all members of the Joint Staff Organization and its sub-Organizations. As you see below, the three courses we added are displayed and available for the User to enroll in.

Course Catalog

Learning Category: All > Joint Staff Courses

Number of Records: 3

Prefix	Course Number	Name	Course Status	ATRRS
JS	-US011	Joint Staff Alcohol and Substance Abuse Prevention - (1 hr)	Enroll	ATRRS DL Points
JS	-US012	Joint Staff No Fear Act Training Course - (1 hr)	Enroll	ATRRS (No DL Points)
JS	-US013	Joint Staff Equal Opportunity Policy Basic Training - (1 hr)	Enroll	ATRRS (No DL Points)

Curriculum Management Gadget

The **Curriculum Management Gadget** is where you build and manage curricula and curricula enrollment. A curriculum is a group of courses (at least two) delivered in one package upon enrollment. The default display of the Gadget is curricula in alphabetical order by **Identifier** (*Maximized view* below). You can sort using the sort arrows next to the **Identifier** and **Curriculum Name** column headers, or use the pagination buttons to advance or skip to other pages. Use the Search Fields to locate a particular curriculum using a number or keyword search. To create a Curriculum, select the **Create Curriculum** button.

Training Management

Curriculum Management

Please click the 'Create Curriculum' button to create a new curriculum or click on a curriculum name below to manage its course associations.

Create Curriculum

Number of Records: 335

	Identifier	Curriculum Name	Actions
Show Courses	USA-BAHS	Baluchi Headstart 2 - Defense Language Institute Foreign Language Center (DLIFLC) Curriculum (80 hrs)	[Icons]
Show Courses	USA-BPHS	Brazilian Portuguese Headstart 2 - Defense Language Institute Foreign Language Center (DLIFLC) Curriculum (80 hrs)	[Icons]
Show Courses	USA-CEHS	Cebuano Headstart 2 - Defense Language Institute Foreign Language Center (DLIFLC) Curriculum (80 hrs)	[Icons]
Show Courses	USA-CHS	Chinese (Mandarin) Headstart 2 - Defense Language Institute Foreign Language Center (DLIFLC) Curriculum (80 hrs)	[Icons]
Show Courses	USA-CVHS	Chavacano Headstart 2 - Defense Language Institute Foreign Language Center (DLIFLC) Curriculum (80 hrs)	[Icons]
Show Courses	USA-DHS	Dari Headstart 2 - Defense Language Institute Foreign Language Center (DLIFLC) Curriculum (80 hrs)	[Icons]
Show Courses	USA-EHS	Egyptian Headstart 2 - Defense Language Institute Foreign Language Center (DLIFLC) Curriculum (80 hrs)	[Icons]
Show Courses	USA-EPHS	European Portuguese Headstart 2 - Defense Language Institute Foreign Language Center (DLIFLC) Curriculum (80 hrs)	[Icons]
Show Courses	USA-FHS	French Headstart 2 - Defense Language Institute Foreign Language Center (DLIFLC) Curriculum (80 hrs)	[Icons]
Show Courses	USA-GHS	German Headstart 2 - Defense Language Institute Foreign Language Center (DLIFLC) Curriculum (80 hrs)	[Icons]

(29 of 34) [Buttons: 24, 25, 26, 27, 28, 29, 30, 31, 32, 33]

Create a Curriculum. In the *WS_Add/Edit Curriculum* work space that opens, fill out the mandatory and optional information. In this work space, there are three Tabs across the top to enter curriculum details: **Curriculum Info**; **Instructors**; and **Prerequisites**. Only the **Curriculum Info Tab** has required information. We will discuss each below.

The screenshot shows the 'WS_Add/Edit Curriculum' workspace. At the top, there are three tabs: 'Curriculum Info' (selected), 'Instructors', and 'Prerequisites'. Below the tabs, a message states: 'Each of the following tabs contains attributes related to the curriculum. Only the first tab has required information. Please click on each tab to view the related attributes.' Another message says: 'Curriculum version information is displayed below the curriculum information in the Curriculum Info tab.'

The 'Curriculum Info' tab contains the following fields and options:

- Title:** * (required) Text input field with 'Joint Staff J1, Newcomer's Training'.
- Identifier:** * (required) Text input field with 'JS-J1-Newcomers'.
- Description:** Text area with 'This curriculum consists of mandatory training for all newcomers to J1. Due within 30 days of assignment.'
- Hide From Catalog:** ☐
- Auto Completion:** ☒ (checked)
- Course Order Type:**
 - ☒ Display Order
 - ☐ Completion Order
- Completion Certificate:** Dropdown menu with 'JKO Certificate' selected.
- Send Graduations to ATRRS:** ☐
- ATRRS DL Points:** ☐
- Manage Curriculum Emails:** ☐
- Created by:** (empty text field)

At the bottom right, there are 'Save' and 'Cancel' buttons. The 'Save' button is highlighted with a blue box.

Curriculum Info. This Tab, shown above, contains input fields for entering administrative information for creating the shell of your curriculum. It is the only Tab with required information.

- **Title.** This is the Title of the curriculum that Users will see in the Course Catalog.
- **Identifier.** Users will not see the Identifier. This is similar to a course number. You can enter text here that conforms to your Organization's naming convention.
- **Description.** Users will see this Description when they click on the curriculum name in the Catalog.
- **Hide From Catalog.** If you don't want this curriculum appearing in the Catalog, check this box. You may want to do this if you are still working on the curriculum, or you just want to get it ready prior to deploying it. Once you are ready to make it live, uncheck the box and **Save** the curriculum.
- **Auto Completion.** Default is set to auto-complete. If you uncheck this box, Users will finish the curriculum, but you will have to manually pass them through the curriculum for them to receive a completion certificate. This is not common and very resource intensive.
- **Course Order Type.**
 - **Display Order.** This means that once a User enrolls in the curriculum, the component courses will display in his/her **My Training Tab** in an order you determine when you create the curriculum. All of the course are available to enroll in, and the User can complete them in any order.
 - **Completion Order.** If you want Users to complete the curriculum's component courses in a particular order that you determine, select this option. Subsequent courses are only available once the one preceding it in order is completed.
- **Completion Certificate.** Choose a completion certificate from the drop-down list. If you have an Organization-specific completion certificate loaded into the LMS, it will appear here. For the generic JKO completion certificate, select "JKO Certificate" from the list.

- **Send Graduation to ATRRS.** If your curriculum is registered/loaded in ATRRS, check this box. Your completion will be sent to ATRRS. This designation is displayed with this curriculum in the Course Catalog.
- **ATRRS DL Point.** If there are ATRRS Distance Learning Points associated to this curriculum for those who complete it, check this box. This designation is displayed with this curriculum in the Course Catalog.

Once you have filled out the **Curriculum Information**, select the **Save** button. You have built the foundation of the curriculum and are now ready to add courses to it. Select the **Add Course** button at the bottom of the page. (Don't get confused by the additional icons in the **Actions** column, or the Tabs at the top of the page (which are optional) that we have yet to get to. We are going to create this curriculum in a logical order.)

WS_ Add/Edit Curriculum *

Each of the following tabs contains attributes related to the curriculum. Only the first tab has required information. Please click on each tab to view the related attributes.
Curriculum version information is displayed below the curriculum information in the Curriculum Info tab.

Curriculum Info | **Instructors** | **Prerequisites**

Curriculum: Joint Staff J1, Newcomer's Training

• Curriculum details have been saved successfully.

Please note the system does not support nested curricula more than one (1) level deep.

*Indicates required fields

Title: • Joint Staff J1, Newcomer's Training
Identifier: • JS-J1-Newcomers
Description: This curriculum consists of mandatory training for all newcomers to J1. Due within 30 days of assignment.
Hide From Catalog: ☐
Auto Completion: ☒
Course Order Type: ☒ Display Order ☐ Completion Order
Completion Certificate: JKO Certificate
Send Graduations to ATRRS: ☐
ATRRS DL Points: ☐
Manage Curriculum Emails: ☒
Created by: JACQUE RENAULT

Create New Version Note: Two or more individual courses, sub-curricula or a mixture of both must be saved for a curriculum to display in the Course Catalog.

	Version	Courses / Curricula	Actions
Show Courses/Curricula	1	Add Course Add Curricula	

Save **Cancel**

In the *WS_Curriculum Course* work space that opens, enter criteria to search for and then add courses to this curriculum. This **Course Search** area should be very familiar to you, as we have used it three times already. (Add course assignments to an Organization; add course assignments to an Audience; add courses to a Learning Category).

WS_ Curriculum Course *



Course Search: Joint Staff J1, Newcomer's Training
Please use the Course Search tools below to build a list of courses you wish to associate to the selected organization, job, audience, or curriculum. When your list is complete, please click the 'Save' button.

Courses to be Added
No courses selected yet.

Course Search




Prefix: JS
Keyword: ☒ Title ☒ Description
Search **Reset**

Course Search Results:
Please select the course(s) you wish to add by clicking on the 'Add' button to the left of the course(s). The selected course(s) will populate above.

In the Search Results that display, courses are listed in alphabetical order, by **Course ID** (Number). Use the sort arrows next to the column headers or the pagination buttons at the bottom of the page to locate the course(s) you want to select to include in the curriculum. You can display more than 10 results per page by selecting **25, 50, or 100** from the **Results per Page** drop-down menu on the right side of the page. Once you locate the course(s) you want to add to the curriculum, select the **Add**  icon in the far left column. The courses you select will move to the top of the page in the **Courses to be Added** section. Continue searching for and adding courses in this manner until you are done. If you want to remove a course you added, simply select the **Delete** icon  in the Delete column. When complete, select the **Save** button.

WS_Curriculum Course *

Course Search: Joint Staff J1, Newcomer's Training
Please use the Course Search tools below to build a list of courses you wish to associate to the selected organization, job, audience, or curriculum. When your list is complete, please click the 'Save' button.

Courses to be Added		
Delete	Course ID	Title
	JS-US011	Joint Staff Alcohol and Substance Abuse Prevention - (1 hr)
	JS-US012	Joint Staff No Fear Act Training Course - (1 hr)
	JS-US013	Joint Staff Equal Opportunity Policy Basic Training - (1 hr)

Save

Course Search











Prefix: JS

Keyword: ☒ Title ☒ Description

Search **Reset**

Course Search Results:
Please select the course(s) you wish to add by clicking on the 'Add' button to the left of the course(s). The selected course(s) will populate above.





Results Per Page: 10

Add	Course ID	Title
	JS-US011	Joint Staff Alcohol and Substance Abuse Prevention - (1 hr)
	JS-US012	Joint Staff No Fear Act Training Course - (1 hr)
	JS-US013	Joint Staff Equal Opportunity Policy Basic Training - (1 hr)
	JS-US014	Joint Staff Law of War - (2.5 hrs)
	JS-US021	Joint Staff Sexual Assault Prevention and Response Training - (1 hr)
	JS-US023	Joint Staff Information Technology (IT) Asset Accountability Training 2012 (FOUO) - (2 hrs)
	JS-US025	Ethical Issues for Senior Leaders and Staff Course - (1 hr)
	JS-US028	Joint Staff Information - Records Management - (1 hr)
	JS-US031	ATAAPS Certifier Course (FOUO) - (30 mins)
	JS-US032	ATAAPS Employee Course (FOUO) - (30 mins)

(3 of 4) < 1 2 3 4 >




You have now successfully created the curriculum and are returned to the *WS_Add/Edit Curriculum* work space. Click on the Show Courses/Curricula link in the far left column to display the component courses you just chose. The link name will change to Hide Courses/Curricula when the courses are displayed.

Create New Version Note: Two or more individual courses, sub-curricula or a mixture of both must be saved for a curriculum to display in the Course Catalog.

Version	Courses / Curricula	Actions
1	Add Course Add Curricula	   


Hide Courses/Curricula

This is a list of Courses and Sub Curricula in the above curriculum.


Delete	Course Number/Identifier	Title	Re-enroll	Equivalency	Display Order
	JS-US011	Joint Staff Alcohol and Substance Abuse Prevention - (1 hr)	<input type="checkbox"/>	Define	1
	JS-US012	Joint Staff No Fear Act Training Course - (1 hr)	<input type="checkbox"/>	Define	2
	JS-US013	Joint Staff Equal Opportunity Policy Basic Training - (1 hr)	<input type="checkbox"/>	Define	3


Save **Cancel**

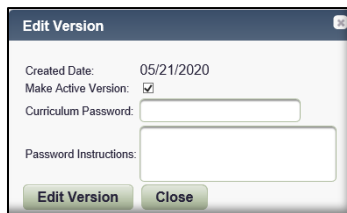
In the list of courses area, there are additional optional features available to you. If you choose to make any changes, select the **Save** button when complete:



- **Delete** a course. Select the **Delete** icon  to remove a course from the curriculum.
- **Re-enroll**. This check box enables or disables the ability for students to re-enroll in the course after unsuccessful completion. Click on the link to make the change for all courses in the curriculum, or check the box for individual courses.
- **Equivalency**. Setting equivalencies for a course means that the User may substitute any of the equivalent courses for this one. In other words, the User may select any one of these equivalent courses to satisfy the requirement. Not common.
- **Display Order**. You can determine the **Display Order** of the courses in the User's **My Training Tab** here. To reorder the courses, use the drop-down menus in the **Display Order** column.

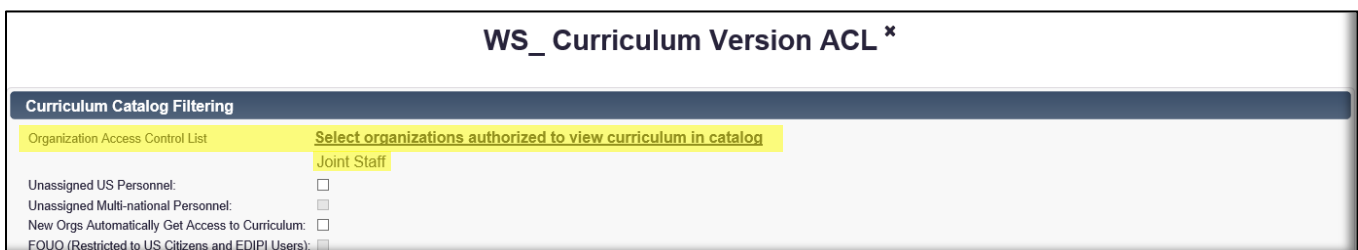
NOTE: Had we selected **Completion Order** as the Course Order Type in the initial setup of this curriculum, this column would be called **Completion Order**, and you would determine that order using drop-down menus that same way.


The next step is to describe the **Actions** available to you in the Actions column. 

- **Edit  Version**. Click this icon to add an enrollment Password to the curriculum. Users would be required to enter this Password while enrolling in the Course Catalog. If you had more than one version of this curriculum, it is here that you would activate or deactivate versions. The Active version is the one that displays in the Course Catalog.

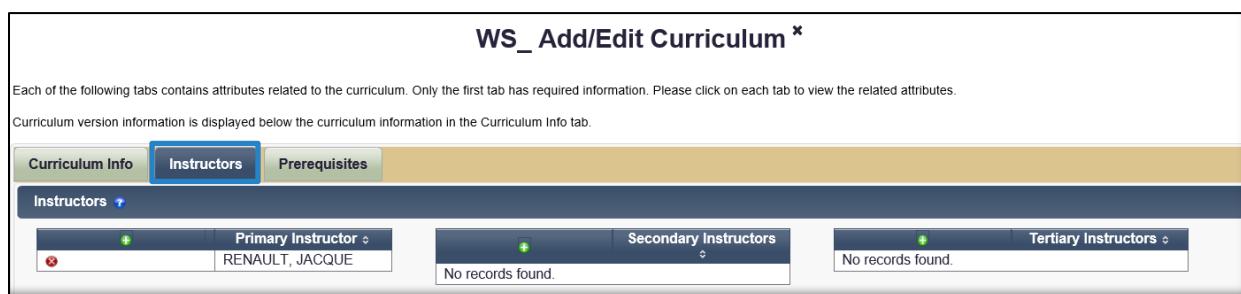


- **Manage Curriculum Enrollment**.  Once there are enrollment records for this curriculum, you can view and manage User records through this work space. We will go into more detail later in this section.
- **Manage Curriculum Version ACL**.  This is where you make the curriculum available in the Course Catalog to everyone, or limited to certain Organizations or personnel types. In the *WS_Curriculum Version ACL* work space that opens, select the **Select organizations authorized to view curriculum in catalog**. Select the check box on top to Select All Organizations, or select individual Organizations from the list. Click **Select** when done. In the image below, we selected Joint Staff from the list of Organizations to see this curriculum.



- **Delete** this version.  Select this icon to delete this version of the curriculum. The option is not available if there are any current enrollments in the curriculum. Most curriculum details cannot be modified once there are any enrollment records associated with it. To change most of the Curriculum Info fields, you need to create a new version of the curriculum.

The curriculum is now created and available for enrollment in the **Course Catalog**. However, if you want to add **Instructors** or **Prerequisite** courses to this curriculum, that functionality is described below. Both of the following Tabs are Optional. Select the **Instructors Tab**. The User who created the curriculum is automatically added as the **Primary Instructor**. You can delete this name and add another if you choose. You also have the option to add Secondary and Tertiary instructors. This is not required, or common.







WS_Add/Edit Curriculum *

Each of the following tabs contains attributes related to the curriculum. Only the first tab has required information. Please click on each tab to view the related attributes.

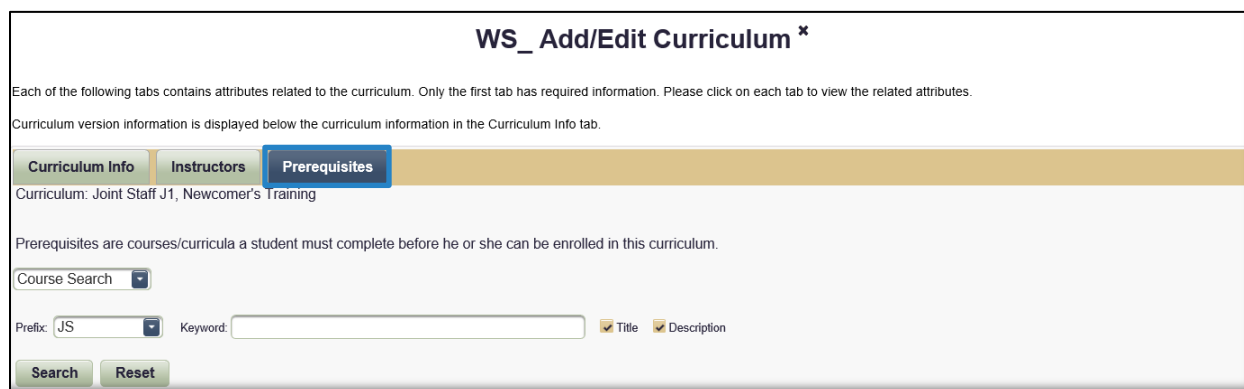
Curriculum version information is displayed below the curriculum information in the Curriculum Info tab.

Curriculum Info | **Instructors** | Prerequisites

Instructors ▾

Primary Instructor ▾	Secondary Instructors ▾	Tertiary Instructors ▾
  RENAULT, JACQUE	 No records found.	 No records found.

Select the **Prerequisites Tab** to search for and identify any courses you may require as a prerequisite to enrollment in this curriculum. If you choose a prerequisite, the User will be notified in the enrollment process that the prerequisite must be satisfied before he/she is able to enroll in the curriculum.



WS_Add/Edit Curriculum *

Each of the following tabs contains attributes related to the curriculum. Only the first tab has required information. Please click on each tab to view the related attributes.

Curriculum version information is displayed below the curriculum information in the Curriculum Info tab.

Curriculum Info | Instructors | **Prerequisites**





Curriculum: Joint Staff J1, Newcomer's Training

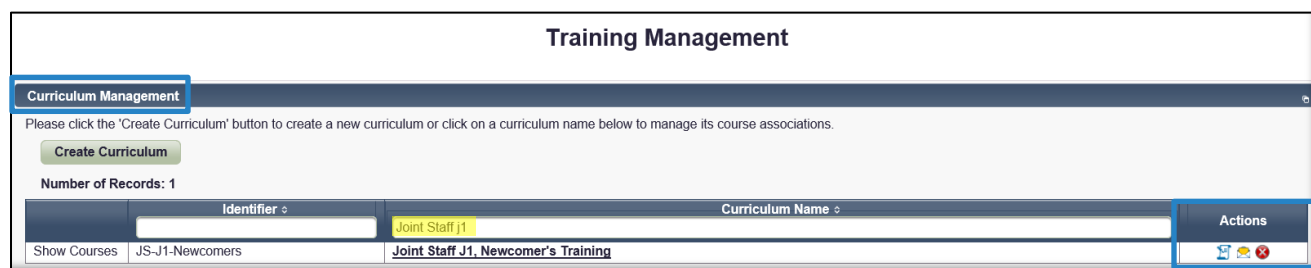
Prerequisites are courses/curricula a student must complete before he or she can be enrolled in this curriculum.

Course Search ▾

Prefix: JS ▾ Keyword: ☒ Title ☒ Description

Search **Reset**

Return to the maximized view  of the **Curriculum Management Gadget**. Use any search option to locate a curriculum. In the example below, we used the **Curriculum Name** search field to locate it. There are three **Actions** available to you: **Manage Curriculum Enrollment**; **Manage Curriculum Emails**, and **Delete Curriculum**.   






Training Management




Curriculum Management

Please click the 'Create Curriculum' button to create a new curriculum or click on a curriculum name below to manage its course associations.


Create Curriculum

Number of Records: 1

Identifier ▾	Curriculum Name ▾	Actions
JS-J1-Newcomers	<u>Joint Staff J1, Newcomer's Training</u>	  

Manage Curriculum Enrollment.    When Users enroll or withdraw from the curriculum, this creates records which are available for you to view and edit. This is very similar to the way you managed a User's Gradebook for a course [here](#). The difference is you will access the User's Gradebook for the component courses of a curriculum in this Gadget, **NOT** the Course Management Gadget. This section will describe how to locate, access, and edit a User's curriculum record.

From the **Actions** column, click on the **Manage Curriculum Enrollment** icon  to open the *WS_Manage Curriculum Enrollment* work space.

In the the *WS_Manage Curriculum Enrollment* work space that opens, you can see two records displayed. As you can see below, there are sort arrows and search fields next to every column header, so if there were multiple records for this curriculum displayed, you have many ways to locate the one you are looking for. These fields also tell you enrollment details of each User. To view a User's Curriculum Gradebook and then view each of the individual component course Gradebooks, select the **Gradebook** icon  in the far right column.

WS_Manage Curriculum Enrollment *






Manage Curriculum Enrollment
 Curriculum: Joint Staff J1, Newcomer's Training
 Version: All
 Identifier: JS-J1-Newcomers


Shown below are all students enrolled in this curriculum. You may select one or more students in Enrolled status to pass or drop from this curriculum. Students will be enrolled in the Active Version of the certification.


[Enroll New Student\(s\)](#)

Current Enrollment

Number of Records: 2

 Add All	Last Name	First Name	User Name	EDIPI	Status	Enrolled Date	Completion Date	Organization	Version	Gradebook
	PARKS	RON	RON.D.PARKS		Enrolled	05/22/2020		J7 Strategy and Planning Branch	1	
	SMITH	AALIYAH	1494		Dropped	05/22/2020	05/22/2020		1	

(1 of 1) 





In the *WS_Curriculum Gradebook* work space, the component courses are listed, along with enrollment status and information. To access a component course Gradebook, select the **Gradebook** icon  on the far right.

WS_Curriculum Gradebook *

Curriculum: Joint Staff J1, Newcomer's Training
 Identifier: JS-J1-Newcomers

Student Information
 Name: RON PARKS
 EDIPI:
 Email: noemail@mail.mil

Number of Records: 3

Course Title	Section #	Roster Status	Curriculum Status	Grade	Enrolled Date	Completed Date	Time Spent	Export Detail To: 
Joint Staff Alcohol and Substance Abuse Prevention - (1 hr)	001	Enrolled	Enrolled		05/22/2020			
Joint Staff Equal Opportunity Policy Basic Training - (1 hr)	002	Enrolled	Enrolled		05/22/2020			
Joint Staff No Fear Act Training Course - (1 hr)	009	Enrolled	Enrolled		05/22/2020			

In the *WS_Gradebook* work space that opens, you can now view enrollment details and individual course lesson details. We discussed the actions you can take in the Gradebook [here](#), so we will not describe each detailed process again. However, you are able to change a User's enrollment **Status** from Enrolled to Passed, or other status as shown below. You also have the ability to update a course completion date in this section.

WS_Gradebook *

-US011: Joint Staff Alcohol and Substance Abuse Prevention - (1 hr)
Total Time Spent: 3 mins 3 secs
Total Score:

Course Information

Student Name: **RON PARKS**
Student Phone:
Status: **Enrolled** (dropdown menu)
Primary Instructor:
Secondary Instructor:
Comments:
Start Date: 10/01/2019
Expiration Date: **05/22/2021**
Completion Date:
Course Section: 001
Course Mastery Score:
Save

At the bottom of the work space, you can edit each individual lesson status, reset Test Attempts, view time spent in the course, and other enrollment details.

Gradebook

Lessons and Tests:
Apply Filters
Clear Filters
Results Per Page: 10

Lesson/Test Name	Lesson Status	Objective Status	Test Status	Achieved Score	Passing Score	Start Date	Completion Date	Last Launched Date	Time Spent	Test Source
Course Introduction	passed	N/A				05/22/2020 10:52	05/22/2020 10:54	05/22/2020 10:54	00:02:11	
Pre Test (Show Attempts)		Objective not Satisfied	Passed			05/22/2020 10:54	05/22/2020 10:55	05/22/2020 10:55	00:00:22	Test Engine
Pre Test Results	passed	N/A				05/22/2020 10:55	05/22/2020 10:55	05/22/2020 10:55	00:00:00	
Lesson 1: Prescription Medication Abuse	passed	Objective not Satisfied				05/22/2020 10:55		05/22/2020 10:55	00:00:04	
Lesson 2: Alcohol	Not Attempted	Objective not Satisfied							00:00:00	
Lesson 3: Marijuana	Not Attempted	Set to Completed Set to Incomplete							00:00:00	
Lesson 4: Club Drugs	Not Attempted	Update Status for Multiple Lessons							00:00:00	
Lesson 5: Inhalants	Not Attempted	Objective not Satisfied							00:00:00	
Post Test		Objective not Satisfied	Not Attempted						00:00:00	Test Engine
Completion	Not Attempted	Objective not Satisfied							00:00:00	

Enroll New Students. To manually enroll new Users into a curriculum, click on the **Manage Curriculum Enrollment** icon to open the *WS_Manage Curriculum Enrollment* work space. Click **Enroll New Student(s)**.

WS_Manage Curriculum Enrollment *

Manage Curriculum Enrollment
Curriculum: Joint Staff J1, Newcomer's Training
Version: All
Identifier: JS-J1-Newcomers

Shown below are all students enrolled in this curriculum. You may select one or more students in Enrolled status to pass or drop from this curriculum. Students will be enrolled in the Active Version of the certification.

Enroll New Student(s)

Current Enrollment

Number of Records: 2

Add	Last Name	First Name	User Name	EDIPI	Status	Enrolled Date	Completion Date	Organization	Version	Gradebook
	PARKS	RON	RON.D PARKS		Enrolled	05/22/2020		J7 Strategy and Planning Branch	1	
	SMITH	AALIYAH	1494		Dropped	05/22/2020	05/22/2020		1	

(1 of 1)

In the *WS_Enroll Students* work space that opens, use the **User Search** area to locate the User you want to enroll in the curriculum. Now click the **Add** icon to move the User up to the **Students and Courses to be Enrolled** area. Now select the **Enroll** button, and then **Enroll Students** in the confirmation popup window.

WS_Enroll Students ^x

Enroll Students

Curriculum: Joint Staff J1, Newcomer's Training

Identifier: JS-J1-Newcomers

Please use the User Search to find users to enroll into this curriculum. You must search for and select each account independently and add it to the "Students to be Enrolled" table. These selected students will be enrolled into the curriculum shown above.

Students and Courses to be Enrolled

Number of records: 1

Name	User Name	EDIPI	Role	Status
SMITH, JOHN	JOHN.SMITH.STU		Student	Deactivated

Courses:

Number of records: 3

Prefix	Number	Title
JS	-US011	Joint Staff Alcohol and Substance Abuse Prevention - (1 hr)
JS	-US012	Joint Staff No Fear Act Training Course - (1 hr)
JS	-US013	Joint Staff Equal Opportunity Policy Basic Training - (1 hr)

Enroll

Enroll Students

Joint Staff J1, Newcomer's Training

You will enroll students into:

- JS-US011 Joint Staff Alcohol and Substance Abuse Prevention - (1 hr)
- JS-US012 Joint Staff No Fear Act Training Course - (1 hr)
- JS-US013 Joint Staff Equal Opportunity Policy Basic Training - (1 hr)

Enroll Students **Cancel**

In the preceding pages, we showed you how to view an individual User's curriculum enrollment record by locating the Curriculum and then using the **Manage Enrollment** function to see all Users enrolled in that curriculum. Once we found the User, we could view his/her **Curriculum Gradebook** and then each of the component **Course Gradebooks**. For many functions in the LMS, there is generally more than one path to get to the same destination. However, the previous pages describe the best method to locate a User in a curriculum and view his/her records.

In this section, we will describe an alternate path to manage a User's Gradebook by going through the component course Gradebooks, or even lower, through the **Section Gradebook**. These are available by selecting the Show Courses link highlighted in Yellow below. Once the courses are displayed, the link changes to Hide Courses. Each component course is displayed with the following Actions available in the **Actions** column:



JOINT CHIEFS OF STAFF **JOINT TRAINING**

My Training Course Catalog Certificates Community Community Management System Administration **Training Management** Report Builder SGST VCLASS

Training Management

Curriculum Management

Please click the "Create Curriculum" button to create a new curriculum or click on a curriculum name below to manage its course associations.

Create Curriculum

Number of Records: 1

Identifier	Curriculum Name	Actions
JS-J1-Newcomers	Joint Staff J1, Newcomer's Training	




This is a list of courses in the above curriculum

Prefix	Number	Title	Actions
JS	-US011	Joint Staff Alcohol and Substance Abuse Prevention - (1 hr)	
JS	-US012	Joint Staff No Fear Act Training Course - (1 hr)	
JS	-US013	Joint Staff Equal Opportunity Policy Basic Training - (1 hr)	

(1 of 1)

- **Manage Section Enrollment.** Selecting this icon opens the *WS_Manage Sections* workspace. Here, you are able to manage at the lowest level. The display shows all Sections created for this course and the current enrollment for each Section. As you can see from the **Enrollment** column in the image below, there are only four Users enrolled, and spread over four Sections. If you are attempting to

locate a User using this method, you would have to know what Section of the Course the User is enrolled in. From this work space, each Section is displayed along with its own Actions:

- **Manage Section Enrollment.**  Opens to the *WS_Section Enrollment* work space to show enrollment records for this Section only. For Enrolled Users, you do have access to their Gradebook. You can enroll Users here as well.
- **Manage Section Gradebook.**  Opens to show the *WS_Manage Section Gradebook* with similar functions and display as Section Enrollment.
- **Manage Section Emails.**  Clicking on this icon opens the *WS_Manage Section Emails* work space, where you can customize emails for this section. Unless you are creating your own course and your own sections, we recommend you not customize any of the standard Section Emails.

WS_ Manage Sections *






















Manage Sections JS - JS011
Joint Staff Alcohol and Substance Abuse Prevention - (1 hr)




Version: 3 Version Status: Active Fiscal Year: 2020 [Apply Filters](#)




Shown below are all Sections currently in the system. Click on the name of any Section to view/edit the details of that Section. Please click the 'Add a Section' button to create a new section.

[Add a Section](#)

Active Inactive Completed Cancelled

Section No. :	Mode :	Instructor :	Start Date :	End Date :	Admission Type	Track Enrollment	Enrollment	Actions	Tools
001	Web Enabled		10/01/2019	09/30/2025	Rolling	Yes	1 / 999	  	Show Tools
002	Web Enabled		10/01/2019	09/30/2025	Rolling	Yes	1 / 999	  	Show Tools
003	Web Enabled		10/01/2019	09/30/2025	Rolling	Yes	0 / 999	  	Show Tools
004	Web Enabled		10/01/2019	09/30/2025	Rolling	Yes	1 / 999	  	Show Tools
005	Web Enabled		10/01/2019	09/30/2025	Rolling	Yes	0 / 999	  	Show Tools
006	Web Enabled		10/01/2019	09/30/2025	Rolling	Yes	0 / 999	  	Show Tools
007	Web Enabled		10/01/2019	09/30/2025	Rolling	Yes	1 / 999	  	Show Tools




- **Manage Section Gradebook.**  Opens to the *WS_Manage Course Gradebook* which allows you to search for and manage enrollment records for all Users in this course. For Enrolled Users, you do have access to their Gradebook.
- **Manage Course Emails.**  Clicking on this icon opens the *WS_Manage Course Emails* work space, where you can customize emails for this Course. Unless you are creating your own course, we recommend you not customize any of the standard Section Emails.
- **Preview Course.**  This function opens the course as if you were taking it.

Manage Curriculum Emails.    The next Action in the **Curriculum Management Gadget** available to you in the **Actions** column is **Manage Curriculum Emails**. As with courses, Curricula have standard system-generated emails that are triggered based on User action. For instance, when you enroll in a curriculum, you will receive a generic system-generated email welcoming you to the curriculum. Curriculum owners can edit that generic system-generated email and customize it for their purposes. We recommend you do not edit any emails unless you created this curriculum.





WS_ Manage Curriculum Emails *

Manage Curriculum Emails
Curriculum Joint Staff J1, Newcomer's Training

Shown below are all emails available for this curriculum/certification. You may disable any emails that you do not wish to use for this curriculum. You may also customize any of these emails for this curriculum.


Enabled	Name	Description	Edit
<input checked="" type="checkbox"/>	Curriculum Enrollment	This email is sent out to student upon enrollment to curriculum	
<input checked="" type="checkbox"/>	Curriculum Graduation	This email is sent out to student upon curriculum completion	
<input checked="" type="checkbox"/>	Unsuccessful Completion of Curriculum	Email sent when curriculum is not completed within allotted time.	

[Save](#) [Discard Changes](#)

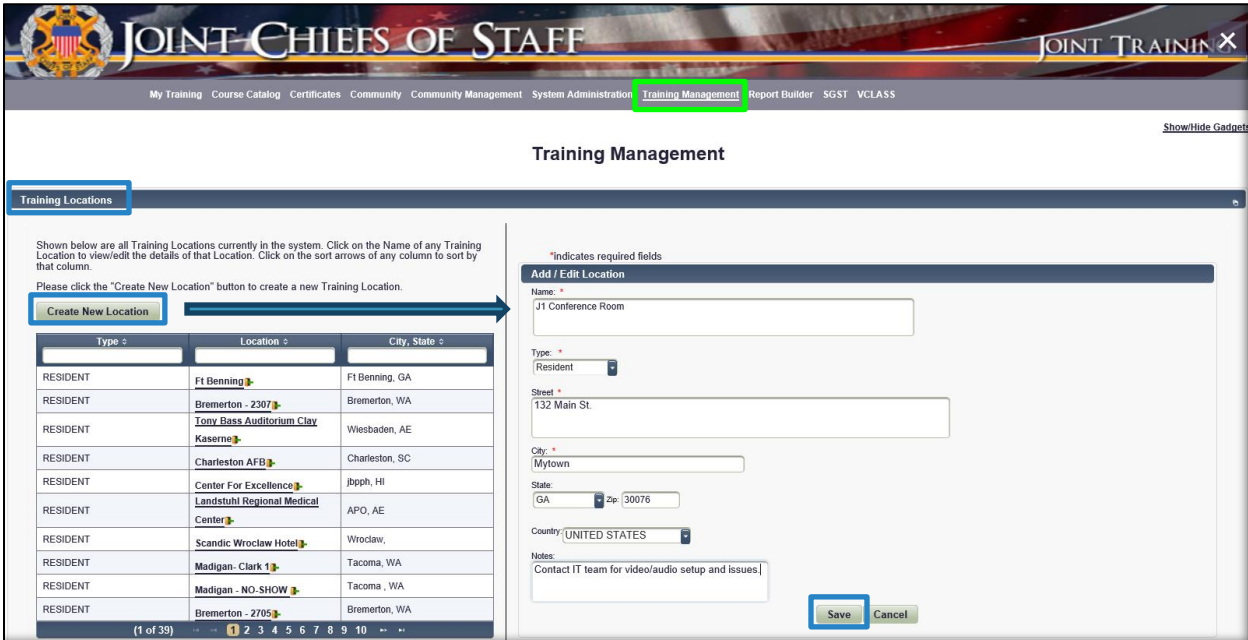
Delete Curriculum.    Select this icon to delete this curriculum. A curriculum cannot be deleted if there are any enrollment records associated with it. You will know if there are enrollment records associated to a curriculum if you see the **Manage Enrollment** icon  in the **Actions** column.

Training Locations Gadget

A Training Location is an actual physical location (i.e. a building, school, or conference center) that contains one or more Training Rooms where Classroom, or Resident, training is conducted. Training Locations do not apply to online courses, however, the Course Catalog does contain hundreds of Classroom courses available for enrollment. The purpose of creating Training Locations and Rooms is so the course creator can convey to the User the exact location and room a Classroom course is taking place. The User can view these details in the Course Catalog prior to or during the enrollment process. The details are also included in the Enrollment Notification email the LMS sends to each enrolled User.

From the **Training Locations Gadget** you can view, create, edit, and delete Training Locations and Rooms. To locate a Training Location in the list of locations, use the sort arrows next to the column headers, or the various search fields. Once you create a Training Location and Room, they are available for selection when you build a Classroom course through the **Course Management Gadget**. Both the *Expanded* and *Maximized* views of the Gadget allow Training Rooms to be associated with Training Locations via the **Go To Training Room** icon .

To create a new Training Location, select the **Create New Location** button. In the fields that now display on the right side of the page, Enter the Location **Name** and **Type** of Location; either Resident or Webinar, and then the **Save** button. In the additional fields that now display, enter the remaining details and select **Save**.



JOINT CHIEFS OF STAFF JOINT TRAINING X

My Training Course Catalog Certificates Community Community Management System Administration **Training Management** Report Builder SGST VCLASS

Training Management

Training Locations

Shown below are all Training Locations currently in the system. Click on the Name of any Training Location to view/edit the details of that Location. Click on the sort arrows of any column to sort by that column.

Please click the "Create New Location" button to create a new Training Location.

Create New Location

Type	Location	City, State
RESIDENT	Ft Benning	Ft Benning, GA
RESIDENT	Bremerton - 2307	Bremerton, WA
RESIDENT	Tony Bass Auditorium Clay Kaserne	Wiesbaden, AE
RESIDENT	Charleston AFB	Charleston, SC
RESIDENT	Center For Excellence	Jbph, HI
RESIDENT	Landstuhl Regional Medical Center	APO, AE
RESIDENT	Scandic Wroclaw Hotel	Wroclaw,
RESIDENT	Madigan Clark 1	Tacoma, WA
RESIDENT	Madigan - NO SHOW	Tacoma, WA
RESIDENT	Bremerton - 2705	Bremerton, WA

(1 of 39)

Add / Edit Location

Name *
J1 Conference Room

Type *
Resident

Street *
132 Main St.


City *
Mytown

State
GA Zip: 30076

Country UNITED STATES

Notes
Contact IT team for video/audio setup and issues

Save **Cancel**

The Training Location now appears in the list of Training Locations in this Gadget. You may need to conduct a search for your new Training Location in the list to locate it. To create a Training Room for the location, select the **Go To Training Room** icon  next to the Location Name. Now select the **Create New Room** button.

Training Management

Training Locations

Shown below are all Training Locations currently in the system. Click on the Name of any Training Location to view/edit the details of that Location. Click on the sort arrows of any column to sort by that column.

Please click the "Create New Location" button to create a new Training Location.

Create New Location **Clear Search** ✕

Type	Location	City, State
RESIDENT	J1 Conference Room	Mytown, GA

(1 of 1)

Training Rooms: J1 Conference Room

Create New Room

Room Number	Room Name	Status	Room Capacity
No records found.			

Room Data fields will display on the left side of the page. Fill in all required information and then **Save**.

Training Locations

Room Data

Indicates required field

ID: * J1-A

Name: * J1 Main Conference Room

Active/Inactive: * ACTIVE

Capacity: 25

Notes: Room Description

POINT OF CONTACT

Contact Name: Jacques Renault

Phone: 555-555-5555

Fax:

Email: jacques.renault.tc@mail.mil

Save **Cancel**

Your Room is now created. If you want to continue creating Rooms for this Location, select the **Go To Training Room** icon next to the Location Name again and follow the same process. If you want to edit or delete this Room or the Training Location, simply click on the Name of either and make changes. Select **Save** when complete.

Training Management

Training Locations

Shown below are all Training Locations currently in the system. Click on the Name of any Training Location to view/edit the details of that Location. Click on the sort arrows of any column to sort by that column.

Please click the "Create New Location" button to create a new Training Location.

Create New Location **Clear Search** ✕

Type	Location	City, State
RESIDENT	J1 Conference Room	Mytown, GA

(1 of 1)

Training Rooms: J1 Conference Room

Create New Room

Room Number	Room Name	Status	Room Capacity
J1-A	J1 Main Conference Room	Active	25

As indicated earlier, the Training Location and Room we just created are now available in the **LOCATION** drop-down menu when we create a Classroom course Section in the **Course Management Gadget**.

LOCATION:

Training Location: J1 Conference Room

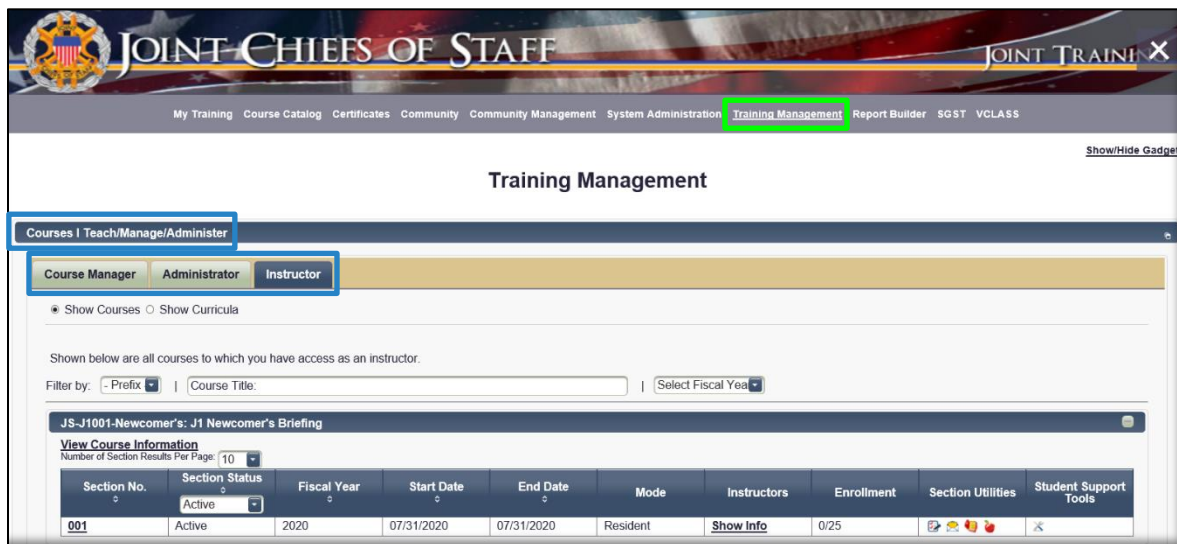
Training Room: - Training Room -

INSTRUCTOR J1-A-J1 Main Conference Room

Courses I Teach/Manage/Administer Gadget

The Gadget displays courses, course sections, or curricula the User has been designated to teach, manage, or administer. Up to three Tabs are available depending on that designation: **Course Manager**; **Administrator**; **Instructor**. Those designations are made during construction of the course in the **Course Management Gadget**. This Gadget groups together in one easy-to-access area all the courses that you teach, manage, or administer. It simplifies the process of searching for the courses you manage in the **Course Management** or **Curriculum Management Gadgets**. Each Tab within the **Courses I Teach/Manage/Administer Gadget** appears only if the User has course duties assigned relating to that Tab. For example, if you are only assigned the duties of an Instructor, only the **Instructor** tab will be visible to you in the Gadget. For you as a Training Coordinator, you would not see an entries into this Gadget unless you created your own course and made yourself an Instructor.

In the image below, the User has all Tabs visible, meaning he has been designated a Course Manager, an Administrator, and an Instructor for a course or curriculum. If this User managed more than one course, you would see the additional courses listed. The **Actions** available in this Gadget are identical in function to the **Actions** in the **Course Management Gadget**, as described [above](#).



Report Builder Tab

The LMS contains a very robust reporting capability to assist privileged Users in managing their organizational training program. Access to many reports is restricted, but can be granted to you based on your needs and your level of desired management of your program. There is a 10 min **Report Builder Overview Course**, JKO-US804, available for you to take at any time. There is also a Report Builder User Guide located in the **Training Coordinator Resources Community** for you to view or download.

Request Report Builder Access. Call JKO at (757) 203-5590 or DSN 668-5590 for more information on Report Builder access and capability.